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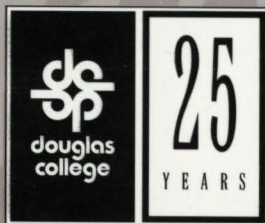


DOUGLAS COLLEGE

.....

1995 · 1996

C A L E N D A R



A T R A D I T I O N O F E X C E L L E N C E

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Location

New Westminster

NEW WESTMINSTER CAMPUS: Royal Avenue and 8th Street, New Westminster

MAILING ADDRESS: (All locations)

Douglas College
P.O. Box 2503
New Westminster, B.C.
V3L 5B2

GENERAL ENQUIRIES (604) 527-5400

◆ **FAX** (604) 527-5095

◆ **TTY/TDD** (604) 527-5450

STUDENT SERVICES (604) 527-5486

◆ **Academic Advice**

◆ **Counselling**

◆ **Student Finance and Placement**

◆ **Women's Centre** - 527-5148

◆ **Assessment Centre** 527-5501

OFFICE OF THE REGISTRAR (604) 527-5478

(Credit Courses)

◆ **Admission and Application**

◆ **Scheduling Information**

◆ **Student Records and Registration**

COMMUNITY PROGRAMS AND SERVICES (604) 527-5473

(Non-credit continuing education)

◆ **Registration by phone (credit card only)** (604) 527-5472

Maple Ridge

MAPLE RIDGE, THOMAS HANEY CENTRE, 23000 - 116 Avenue, Maple Ridge, B.C.

◆ **General Enquiries** (604) 467-6811

This calendar is published for informational purposes only and does not constitute a contract between the College and the student. The College expressly reserves the right to change the content and cost of any course or program for any reason and to re-schedule, suspend or terminate any course or program without liability for any resulting loss or damage.

Protection of Privacy and Access to Information

Douglas College gathers and maintains information used for the purposes of admission, registration and other fundamental activities related to being a member of the Douglas College community and attending a public post-secondary institution in the Province of British Columbia. In signing an application for admission, all applicants are advised that both the information they provide and any other information placed onto the student record will be protected and used in compliance with the B.C. Freedom of Information and Privacy Protection Act (1992).

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A Letter of Introduction

Welcome to Douglas College. Every year, there is a sense of excitement and anticipation that attends school start-up. Having been a part of the College since its doors opened in 1970, I know how you will be feeling.

This year, I will be leaving Douglas College. However, my thoughts and best wishes will be with you as the College embarks on a dynamic period of renewal and growth.

In Coquitlam, construction is proceeding on our new Pinetree Way campus. This will open in the Fall of 1996 and will provide both academic and career-training programs. These will include new programs designed to prepare people for jobs ranging from International Business to Dispensing Opticianry.

The new campus will be located next door to a secondary school. As with our campus in Maple Ridge, this location will allow new programs and relationships which ease the transition from secondary school to college.

The College also continues to forge partnerships with employers and labour groups, community and government agencies, as well as educational institutions in the Pacific Rim and around the world. The goal is to provide education and training which is relevant, cost-effective, and which maximizes opportunities for our graduates.

As well as working with external partners, Douglas College also offers its own projects to help students succeed. Our Learning Centre enables students to get special help to improve academic writing, study and word-processing skills. We also provide Developmental Studies courses to help adults upgrade basic literacy, mathematics and science skills needed to continue their education.

Douglas College is not merely growing bigger but, more importantly, is growing more responsive. We are proud of our expanding range of educational programs and services. I urge you to explore and take full advantage of them.

I have enjoyed my 25 years at Douglas College and will watch its continuing evolution with keen interest. I trust your stay will be enriching and rewarding. I wish you every success.

William L. Day, President



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Douglas College Mission Statement

Motto:

Douglas College - A Community of Life-Long Learners

Mission Statement:

At Douglas College, we commit to enhancing the skills, knowledge and values of life-long learners in meeting their goals.

At Douglas College, we respond to diverse community needs in a rapidly changing society.

Douglas College Goals

The goals of Douglas College are:

- ◆ to provide an environment that welcomes and responds to the multicultural and diverse nature of our society.
- ◆ to provide an environment that encourages and celebrates individual initiative and responsibility.
- ◆ to provide appropriate student services and education programs for students with a wide diversity of age, background, experience, interests and special needs.
- ◆ to provide students with the opportunity to meet their career goals and to pursue, with success, studies at other post-secondary institutions.
- ◆ to provide an opportunity for students to obtain a broad general education that will develop their capacities and creative talents and enable them to grow as human beings and good citizens of their community in aesthetic and/or applied pursuits.
- ◆ to make our programs, services and facilities available to as many people as possible, through curriculum organization, flexible schedules, and convenient locations.
- ◆ to ensure that our programs and services are affordable to students; correspondingly, that the College offers programs and services that are sustainable through time within its budget levels.
- ◆ to ensure that our programs have defined objectives and standards of excellence, evaluate them against their objectives and standards and make the results publicly available.
- ◆ to provide ongoing learning opportunities, and encourage professional development and self-improvement of our employees.
- ◆ to co-operate with community organizations whose interests and activities are consistent with those of the College, including the visual and performing arts, and recreation.

Douglas College Values

Douglas College:

- ◆ believes that education is significant in improving social and economic circumstances, fostering independence, and increasing potential for achievement in life.
- ◆ believes that education is also a means by which individuals, educational groups, and society as a whole, can be enriched and grow toward optimum human potential.
- ◆ believes that educational opportunities must be accessible to all. Educational activities must take into account widely differing abilities, levels of knowledge and skills, and learning styles.
- ◆ has a primary concern for and responsibility to its students, and is responsive to the educational, professional and developmental needs of the people in its communities through the relevant academic, intellectual and employment standards of our curriculum.
- ◆ encourages the values, knowledge, personal resources and skills necessary for individual, social and occupational success.
- ◆ provides equality of treatment to employees and students and encourages excellence in teaching, learning and working.
- ◆ encourages provincial and national educational leadership.
- ◆ models ethically and socially responsible behaviours.
- ◆ is accountable for, and responsive to the consequences of its institutional and educational practices, as measured against appropriate standards.

How to Use the College Calendar

At Douglas College, two separate publications give students information they need before they start classes.

The first of these, the College Calendar, describes all programs and courses offered at Douglas College. It is important to note that not all courses described are available every semester. The College Calendar and the Registration Instructions also provide information on admission and registration policies and procedures, important deadline dates, transfer information to other institutions and details on financial aid.

The College Calendar is divided into four sections:

- ◆ General Information
- ◆ Program Descriptions
- ◆ Discipline and Course Descriptions
- ◆ Faculty, Administration, Staff and College Board

The second publication is the Registration Instructions/Schedule of Classes which is printed prior to the start of each semester. The schedule provides details on all the courses offered during the upcoming semester. The Registration Instructions are mailed by the Office of the Registrar at least three months prior to the commencement of the semester.

It is the student's responsibility to be aware of all policies, procedures and deadline dates which are in effect during their attendance at Douglas College. Students are encouraged to become familiar with the information provided in the College Calendar to ensure the courses chosen are appropriate for the diploma or certificate they have selected.

Student Responsibility

It is the student's responsibility to be aware of POLICIES, PROCEDURES and DEADLINES which are in effect at Douglas College. This information is printed in this calendar, in the semester class schedule, and in other publications. Questions regarding these matters may be directed to the Office of the Registrar or the Student Services Centre. For all matters, it is considered sufficient notification by the College to mail information to a student's address as recorded in the Student Information System.

It is also the student's responsibility to attend classes regularly, to keep work up to date, and to complete assignments as required. Final grades are based largely on complete assignments, tests and class participation. Students can be asked to leave a course if attendance is not regular.

Faculty Responsibility

Faculty members are available for consultation during posted office hours or by arrangement. They help in every way possible to make the educational experience a successful one.

Important Dates to Remember

1995 - 96

Class start and end dates may differ for students enrolled in limited enrolment programs. Please confirm dates with the appropriate program office.

Any changes in the Proposed Calendar of Events will be announced in Inside Douglas College, Semester Class Schedules and other appropriate publications.

SUMMER SEMESTER 1995 (MAY - AUGUST)

Withdrawal and refund deadline dates only apply to courses that are 14 weeks in length (a regular semester). Other deadline dates will be pro-rated. Some courses of less than 14 weeks are not eligible for any refund. (See Refund Schedule).

May 1

Apply for Bursaries for Summer Semester only.
Contact Student Loan Office for Workshops for Fall/95
Student Loan Applications.
All classes begin.
Late Registration Begins.

Deadline for nominations for George Wootton Scholarship Award (refer to Student Finance for details).

May 5

Last day to receive an 80% refund for any course withdrawal less \$100 processing fee.

May 12

Last day to late register, to add a course or to drop a course without receiving a "W" on record (subsequent withdrawals receive a grade of "W").

Last day to change from credit to audit status in a course
Last day to receive a 50% refund for any course withdrawal less \$100 processing fee.

Last day to receive any refund.

May 22

College Closed - Victoria Day.

June 1

Recommended deadline for application or re-application to general admission programs for the Fall Semester. Applications received after this date will be processed but may not receive their registration notification prior to their priority appointment time.

Deadline for Bursary applications administered by Douglas College for Summer Semester only.

Suggested Early Deadline for Student Loan Applications for Fall/95.

June 15

Summer Graduation.

June 12-16

Mid-semester - students may obtain mid-semester standing from instructors during this week in order to make decisions about

dropping courses by the deadline below.

July 1

College closed - Canada Day.

July 3

College closed

July 4 - Aug 5

Telephone Registration - Fall Semester - By Appointment.

July 7

Last day to challenge a course.

Last day to drop a course or completely withdraw from College (students will receive a "W" on permanent record).

Aug 1

Deadline for submission of new student applications for the Fall Semester. All supporting documents must accompany the application. Students who have enrolled for classes previously must also re-apply by Aug 1.

Aug 4

Last day of classes.

Aug 7

College closed - B.C. Day.

Aug 8-11

Examination Period.

Aug 11

Grades due for classes without a final exam.

Aug 16

Grades due for classes with a final exam.

FALL SEMESTER 1995 (SEPTEMBER - DECEMBER)

Withdrawal and refund deadline dates only apply to courses that are 14 weeks in length (a regular semester). Other deadline dates will be pro-rated. Some courses of less than 14 weeks are not eligible for any refund. (See Refund Schedule).

Sept 1

Apply for Awards & Bursaries, administered by Douglas College for Fall semester only.

Sept 4

College Closed - Labor Day.

Sept 5

All classes begin.

Late registration begins.

Sept 12

Last day to receive 80% refund for any course withdrawal less \$100 processing fee.

Sept 15

Last day to late register, to add a course or drop a course without receiving a "W" on record (subsequent withdrawals receive a grade of "W").

Last day to change from credit to audit status in a course.

Last day to apply for Winter Graduation (January).

Last day to receive a 50% refund for any course withdrawal less \$100 processing fee.

Last day to receive any refund.

Oct 1

Deadline for Awards & Bursaries application administered by Douglas College for Fall Semester.

Suggested Early Deadline for student loan application for Winter Semester.

Oct 2

Deadline to apply for limited enrollment programs for the Winter Semester.

Recommended Deadline for application or re-application to general admission programs for the Winter Semester. Applications received after this date will be processed for the Winter

Semester, but may not receive their registration notification prior to their priority appointment time.

Oct 9

College closed - Thanksgiving Day.

Oct 16-20

Mid-semester - students may obtain mid-semester standing from instructors during this week in order to make decisions about dropping courses by the deadline below.

Nov 6 - Dec 9

Telephone Registration - Winter Semester - By Appointment.

Nov 10

Last day to challenge a course.

Last day to drop a course or completely withdraw from the College. (Student will receive a "W" on permanent record).

Nov 13

College Closed -

Dec 1

Deadline for submission of new student applications for the Winter Semester. All supporting documents must accompany the application. Students who have enrolled for classes previously, must also re-apply by Dec 1.

Dec 8

Last day of classes (except Saturday classes - Dec 9).

First day for submission of applications for students currently registered in Grade 12 who will graduate in June 1996.

Dec 11-16

Examination Period.

Dec 15

Grades due for classes without a final exam.

Dec 19

Registrar's Office Closed at 12:30pm. (Re-open on 20th).

Dec 20

Grades due for classes with final exams.

Dec 25

College closed - Christmas Day.

Dec 26-27

College closed.

WINTER SEMESTER 1996 (JANUARY - APRIL)

Withdrawal and refund deadline dates only apply to courses that are 14 weeks in length (a regular semester). Other deadline dates will be pro-rated. Some courses of less than 14 weeks are not eligible for any refund. (See Refund Schedule).

Jan 1

Apply for Scholarships, Awards and Bursaries administered by Douglas College for Winter Semester only.

Jan 1-2

College closed

Jan 8

All classes begin.

Late registration begins

Jan 12

Last day to receive an 80% refund for any course withdrawal less \$100 processing fee.

Winter Graduation.

Jan 19

Last day to late register, to add a course or to drop a course without receiving a "W" on record (subsequent withdrawals receive a grade of "W").

Last day to change from credit to audit status in a course

Last day to receive a 50% refund for any course withdrawal less \$100 processing fee.

Last day to receive any refund.

Jan 22

Deadline to apply for limited enrollment programs for Summer Semester.

Last day to apply for Summer Graduation (June).

Feb 1

Deadline for Scholarship, Award & Bursary Applications for Winter semester, administered by Douglas College.

Suggested Early Deadline for Student Loan Application for Summer Semester.

Recommended deadline for application or re-application to general admission programs for the Summer Semester.

New students are assigned a registration time according to their date of application. Applications received after this date will be processed for Summer Semester, but may not receive the proper registration priority appointment.

Feb 15-16

Spring Break - Classes cancelled.

Feb 19-23

Mid-semester - students may obtain mid-semester standing from instructors during this week in order to make decisions about dropping courses by the deadline below.

Mar 16

Last day to drop a course or completely withdraw from the College (Students will receive a "W" on permanent record).

Last day to challenge a course.

Mar 18 - Apr 6

Telephone Registration - Summer Semester - By Appointment.

Apr 1

Deadline to apply for limited enrollment programs for the Fall Semester 1996. This deadline may change due to the implementation of the PASBC service.

Deadline for submission of new student applications for the Summer Semester. All supporting documents must accompany the application. Students who have enrolled for classes previously, must also apply by Apr 1.

Deadline for Douglas College entrance scholarship applications for 1996-97.

Apr 5

College Closed - Good Friday.

Apr 6

College Closed - Saturday classes cancelled.

Apr 8

College Closed - Easter Monday.

Apr 12

Last day of classes (except Saturday classes - April 13)

Apr 15-20

Examination Period.

Apr 19

Grades due for classes without a final exam.

Apr 24

Grades due for classes with a final exam.

SUMMER SEMESTER 1996 (MAY - AUGUST)

Withdrawal and refund deadline dates only apply to courses that are 14 weeks in length (a regular semester). Other deadline dates will be pro-rated. Some courses of less than 14 weeks are not eligible for any refund. (See Refund Schedule).

May 1

Apply for Bursaries administered by Douglas College, for Summer Semester only.

Fall Student Loan Workshops commence

Student Loan Applications for Fall available.

Deadline for application for graduation awards for Winter &

Summer graduations.

Deadline for nominations for George Wooton Scholarship Award (refer to Student Finance for details).

May 6

All classes begin.

Late Registration Begins.

May 10

Last day to receive an 80% refund for any course withdrawal less \$100 processing fee.

May 17

Last day to late register, to add a course or to drop a course without receiving a "W" on record (subsequent withdrawals receive a grade of "W").

Last day to change from credit to audit status in a course

Last day to receive a 50% refund for any course withdrawal less \$100 processing fee.

Last day to receive any refund.

May 20

College Closed - Victoria Day.

May 31

Recommended deadline for application or re-application to general admission programs for the Fall Semester. Applications received after this date will be processed but may not receive their registration notification prior to their priority appointment time. This deadline may change with the implementation of the PASBC service.

June 1 Deadline for Bursary applications administered by Douglas college for Summer Semester only.

Suggested Early Deadline for Student Loan Applications for Fall/96.

June 13

Summer Graduation.

June 17-21

Mid-semester - students may obtain mid-semester standing from instructors during this week in order to make decisions about dropping courses by the deadline below.

June 20

Deadline for Canada Scholarship applications.

July 1

College closed - Canada Day.

July 3

College closed

July 8 - Aug 10

Telephone Registration - Fall Semester - By Appointment.

July 12

Last day to challenge a course.

Last day to drop a course or completely withdraw from College (students will receive a "W" on permanent record).

Aug 1

Deadline for submission of new student applications for the Fall Semester. All supporting documents must accompany the application. Students who have enrolled for classes previously must also re-apply by Aug 1. This deadline may change with the implementation of the PASBC service.

Aug 5

College closed - B.C. Day.

Aug 9

Last day of classes.

Aug 12-16

Examination Period.

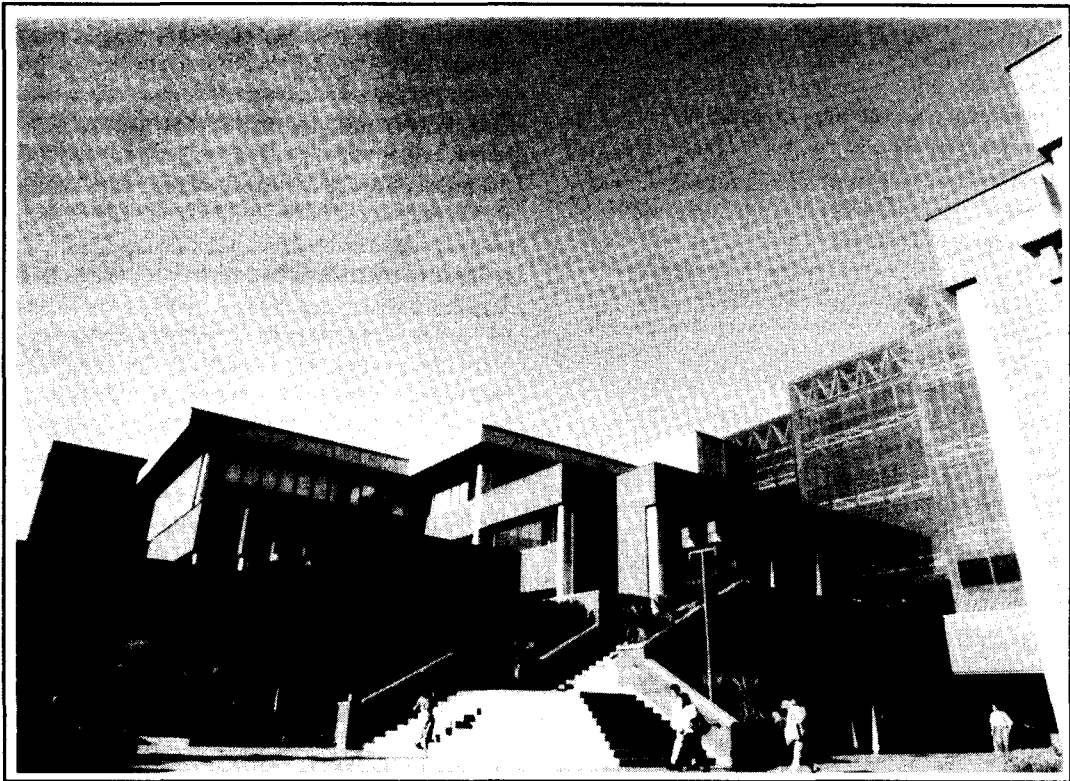
Aug 16

Grades due for classes without a final exam.

Aug 21

Grades due for classes with a final exam.

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General Information



..... Divisions and Departments

Douglas College is a large institution that offers courses in many fields and provides services to students and the community. In order to assist the College to function smoothly, these activities have been divided among five divisions. They are the Academic, Administrative, Applied Programs, Community Programs and Services, and Educational and Student Services Divisions.

Academic Division

The Academic Division includes several programs which allow students to complete the first two years (60 semester credits) of university studies. Students may fulfil the program requirements on a full-time or part-time basis.

Students do not have to complete a program before transferring to university, but they must successfully complete program requirements before receiving a Douglas College Diploma or an Associate Degree.

These programs are directed and taught by excellent instructors and have been designed in consultation with B.C.'s universities.

Transfer credit has been arranged for most courses.

Six Diploma programs prepare students for transfer to Simon Fraser University, the University of British Columbia, the University of Victoria or university-colleges outside B.C. They are the Associate in Arts Degree, the Diploma in Criminology, the Associate in Science Degree, the Diploma in Performing Arts, the Diploma in Print Futures, and the Diploma in General Studies. The Diploma in General Studies combines university transfer and non-transferable courses and is usually taken by students who intend to complete their post-secondary education at Douglas College.

A Certificate in Academic Studies is offered for students who wish to receive recognition after one year (30 semester credits).

Administrative Division

The Administrative Division consists of the Financial Services, the Facilities Services, and the Systems and Computing departments. This division manages the finances, facilities, computing systems, bookstore, and printing for the College.

Applied Programs Division

Douglas College has a good reputation for Applied Programs in Nursing, Child, Family and Community Studies, and Commerce and Business Administration programs.

Students who enrol in Applied Programs often receive practical experience in community agencies and businesses throughout the Lower Mainland. They also receive excellent instruction, which combines practice and theory.

Local business and professional people sit on advisory committees for all Applied Programs. These committees ensure the programs meet the needs of an ever changing market. As a result graduates are very successful in finding employment.

Several of these programs allow students to transfer to university for further education and training.

Community Programs & Services Division

Community Programs and Services is responsible for short term, part-time offerings at Douglas College. Courses are available evenings, weekends, and daytime.

In addition, the Division provides services in community development, program development and special events and conferences. Services are available at Douglas College, community or client sites.

Education is designed to meet learner needs at basic, post-basic and continuing professional development levels in the areas of Social Services, Health, CPR, Writing, Sports, Recreation, and Multiculturalism, among others.

Educational & Student Services Division

The Educational and Student Services Division consists of the Office of the Registrar, the Learning Resources Department, the Student Services and Developmental Education Department, the Public Information Office, Athletics and Intramurals, and International Education.

The Office of the Registrar handles registration, admissions, academic regulations, records and timetabling.

The Learning Resources Department is responsible for the Library, Audio-Visual Services, Instructional Media Services, and the College's participation in Distance Education.

The Student Services and Developmental Education Department administers a wide range of counselling, financial aid and placement services, in addition to a number of developmental and upgrading academic programs. It is also responsible for the College Assessment Centre.

The Public Information Office is responsible for College communication, including the College Calendar and brochures, the Inside newsletter, media releases, and college promotion and advertising.

The Athletics and Intramurals unit coordinates the College's involvement in inter-collegiate athletics and a variety of in-house recreational activities.

The Centre for International Education provides opportunities for International Students to study at Douglas College, either through existing programs or by designing special programs on a contract basis. The Centre also promotes faculty and student exchanges and provides faculty with the opportunity to work on international projects.

Human Resources and College Development Division

The Human Resources and College Development Division includes the Labour Relations and Personnel Department and the Institutional Research and Planning Office. In addition, the Division is responsible for coordinating new program and curriculum development and employee development.

The Labour Relations and Personnel Department deals with all matters relating to employment including: recruitment, employee benefits administration, collective agreement administration and contract negotiations.

The Institutional Research and Planning Office provides direction and coordination for development of College strategic plans and annual plan update. The office provides staff support to a number of assessment processes including Unit Reviews and Institutional Evaluation. The Office also undertakes surveys and analyses to support the College and departmental planning needs.

An extensive employee development program is administered by the Division with programs for all employee groups.

Program and curriculum development activities are focused, primarily, on the needs of a new campus.

Thomas Haney Centre

Opened in 1992, the Thomas Haney Centre is an experimental approach to partnerships in education in the dynamic and growing community of Maple Ridge. This unique facility is home to Douglas College, Thomas Haney Secondary and Continuing Education for School District 42.

The College offers a comprehensive base of full and part-time credit courses both day and evening to Maple Ridge and neighbouring communities which include university transfer courses for credit, business programs, non-credit continuing education courses and programs, and developmental studies courses for academic upgrading. Other offerings are the Home Support Worker program, career preparation courses, and orientations/workshops on Women's Studies. Concurrent Studies, a joint project between the College and school district, is the first of its kind in Canada enabling Grade 12 students to enrol in college level courses.

Staff at Maple Ridge administer a wide range of services which include admissions, late registration, academic advice, career counselling, and library circulation. Recent additions to the campus are a Career Resource Centre and a Women's Centre. The I Care Project tutor/learner coordinator and the Douglas College Student Society also hold offices at the Centre.

Students attending Thomas Haney Centre are rewarded with state-of-the-art facilities, plenty of free parking, and a scenic location. If you would like information on programs and courses call 467-6811 or, visit the campus at 23000 - 116th Avenue in Maple Ridge.

Admissions

To be able to attend Douglas College in either general admission or limited enrolment programs there are two processes which students must complete. They are:

1. **application for admission, and**
2. **registration for courses.**

General Admission Programs

(Programs such as General Studies, Criminology, University Transfer, etc.)

1. The courses in general admission programs are filled on a first-come, first served basis according to the registration appointment time. Because the registration time is assigned according to the date of application, early application for admission is strongly advised.
2. Students receive registration instructions by mail.
3. Admission to these programs does not guarantee course selection.

Limited Enrolment Programs

(Programs such as Nursing, Early Childhood Education, Chairside Dental Assisting, etc. which can accommodate only a limited number of students).

1. Some limited enrolment programs have special admission requirements that must be successfully met before an applicant is admitted to the College. Information regarding the special requirements is available from the Douglas College Calendar, Student Services or the Office of the Registrar.
2. Applicants who meet both the general and special admission requirements are admitted to limited enrolment programs according to their date of application. Spaces for these students are reserved and must be confirmed by payment of fees at the time of admission, usually four to five months prior to the commencement of classes. If a student does not pay fees within the specified deadline, the space will be offered to another applicant. (Please see refund information concerning refund of deposits.)
3. A student who is eligible for admission to a limited enrolment program but is not selected because of a later application date, will automatically be considered for the next intake of the program.
4. Students admitted to limited enrolment programs also receive registration instructions by mail. Limited enrolment programs accommodate only a limited number of students. Therefore, all applicants may not be admitted to the semester of their choice.

Admission Requirements

General

Students are eligible for admission to the College if they meet at least ONE of the following criteria:

- ◆ have completed B.C. secondary school graduation in any program or have completed the equivalent in another school system; OR
- ◆ lack one course for B.C. secondary school graduation or the equivalent in another school system; OR
- ◆ are 19 years of age or older on the first day of the first semester of attendance; OR
- ◆ are at least 17 years of age on the first day of the first semester of attendance and have not been enrolled at a school for at least one year; OR
- ◆ are a special needs student and have completed a certificate or equivalent from a special program and have been in school for 12 years.

Note: Students who do not meet one of the above requirements may apply for admission as a 'special student'. Students are urged to discuss their situation with the Registrar and/or a counsellor.

Prerequisites/Assessment Testing

A number of disciplines require assessment testing or verification that course prerequisites have been met. Students intending to enrol in English, Creative Writing, Communications, Print Futures: Professional Writing, Developmental Studies, Typing and Mathematics should contact the Assessment Centre well in advance of registration. Students intending to enrol in courses offered in Modern Languages, English as a Second Language should contact the department well in advance of registration to arrange for testing. Many courses in the Sciences, and Commerce and Business Administration have high school course prerequisites. Please review the course descriptions in Section 3 of the Calendar and read the information contained in the Registration Instructions which are sent to eligible students prior to registration for a given semester. Students intending to take Office Administration courses with a typing prerequisite must supply proof of the required typing speed or book a typing assessment through the Assessment Centre. Transcripts on file in the Registrar's Office cannot be photocopied. For further information please consult individual course descriptions or an academic advisor in Student Services or the Assessment Centre.

Mature Students

Douglas College is committed to adult students, whether full-time or part-time. Students who are 19 or older on the

first day of the first semester of attendance, or 17 years of age and not having been enrolled in a school for at least one year and not having completed B.C. secondary school graduation (or its equivalent from another school system) may qualify for admission to Douglas College.

The College tries to provide courses suited to students' backgrounds and goals. Depending on education and experience, students may be advised to take preparatory courses before being admitted. These courses may be offered by the local School District or the College itself. Students should consult with an academic advisor in order to arrange an appropriate program of study.

Note: Applicants for Mature Student Admission are required to submit official transcripts of their previous education.

International Students

International students with varying educational backgrounds and goals may apply to many but not all Douglas College programs. International applicants must meet the general College Admission Requirements listed previously AND demonstrate English proficiency by means of a Test of English as a Foreign Language (TOEFL) score. Applicants must request that their TOEFL score reports be sent directly to Douglas College from the testing headquarters in Princeton, New Jersey, USA.

When writing the TOEFL, applicants must be sure to include the Douglas College Institutional Code 9568.

Douglas College will not accept the student's copy of the TOEFL score.

A minimum TOEFL score requirement at Douglas College is 450. If the score is 549 or lower, the applicant must first apply to the English as a Second Language (ESL) program before taking any non-ESL courses. If the applicant's TOEFL score is 550 or better, he or she may be able to take some Applied or Academic Division courses concurrently with ESL courses.

Students may be exempted from English as a Second Language placement if they have a TOEFL score of 570 or greater along with a Test of Written English (TWE) of 5. Students must meet both requirements for exemption. Alternatively, students with TOEFL scores of 600 or better will be exempt from ESL regardless of TWE score.

Please note the following exemptions to the requirement for TOEFL scores. a) Engl 098 and Engl 099 with a grade of C or better from Vancouver Community College. An official transcript must be submitted at the time of application in order to receive the exemption from the TOEFL requirement. b) A score of 145 or higher on the English Language Assessment test from King Edward Campus of Vancouver Community College. Official proof of the test and score must be submitted at the time of application in order to receive exemption from the TOEFL requirement. Please refer to Section 1, How to Apply, for further information. The deadline for international applications is: April 1 Fall Semester (September), August 1 Winter Semester (January),

December 01 Summer Semester (May), Early application is strongly recommended as seats are very limited. Applications which do not have all the necessary documents will not be processed for the semester requested by the student.

International Fee Structure

International students are required to submit a non-refundable application fee. For the International Fee Structure see page

International Students/Budget

It is recommended that international students budget \$700 to \$1,000 per month for a living allowance. Transportation costs approximately \$70 per month if the public transit system is used. Medical insurance is mandatory and costs approximately \$35 per month.

International Students/Housing

Douglas College does not have on-campus student housing. All students are required to find their own accommodation. The Student Society has an updated list of off-campus accommodation. It is also possible for the Centre for International Education to arrange a host family before arrival in Canada.

Medical Examination

A medical examination is not required for admission to most programs at the College. Students who have a medical condition they feel the College should know about should provide this information to the Registrar's Office. A medical examination is required, however, for a number of College programs. Students are notified during the application process if an examination by a physician is required.

Note: Any prospective or registered student with a disability should contact Disabled Student Services at 527-5115 for information on services that are available. This contact may be made at any time but early contact is advisable.

How to Apply

a) New Students (never attended or applied before)

Obtain an Application for Admission Form for each program you wish to apply to. Forms may be picked up at the Registrar's Office in New Westminster, or the Maple Ridge Campus. Forms may be requested by mail from either campus:

NEW WESTMINSTER: Douglas College, Office of the Registrar, PO Box 2503, New Westminster, B.C., V3L 5B2 (604) 527-5478, or;

MAPLE RIDGE: Douglas College, Thomas Haney Centre, 23000-116th Avenue, Maple Ridge, (604) 467-6811

Complete the Application for Admission Form(s) and return it to either address above with the application fee and official transcripts. See deadline dates.

b) Returning Students

Returning students who have been absent for a Fall or Winter semester are required to apply for re-admission. A new student number IS NOT ASSIGNED. Students are not eligible to register for courses until their application for readmission has been processed by the Registrar's Office. See deadline dates.

Application Fee

A non-refundable application fee must be submitted with the Application for Admission form. Applications received without the \$25 fee will be returned. Please do not send cash in the mail. This fee is charged once only. Therefore, applicants applying for more than one program pay only one application fee. International students are required to submit a non-refundable \$100 application fee. (See also International Student Information)

The application must be accompanied by official transcripts from secondary schools and any institutions of higher education attended. All transcripts and other documents filed in support of student applications become the property of the College and are not returned or photocopied. Confirmation of admission status is not given until all required documents are submitted.

Transcript Information

An official transcript is one that has been issued by the educational institution offering the program or course or a central agency operating on their behalf. Photocopies are not acceptable. Transcripts must be authentic and official, otherwise the information is not secure. Official transcripts will bear an official stamp or signature for authentication purposes.

How to Obtain a Transcript

B.C. Secondary School

For university or academic-technical programs up to and including 1973, contact the Ministry of Education, Data Systems Administration Branch, Parliament Buildings, Victoria, B.C. V8V 2M4

For non-academic programs up to 1973 and all programs in 1974 or later contact the school or school district.

Other Provinces and Countries - Secondary School

Contact the school or appropriate central agency. If in doubt, contact the appropriate school district authority for advice.

Post-Secondary

Contact the Office of the Registrar of the institution. Depending on the agency or institution's transcript policy, there may be a fee assessed for issuing transcripts.

When to Apply

Apply early. Applications are processed on a first-come, first-served basis. See Important Dates to Remember on page 6.

The following limited enrolment programs have different application deadlines. Please consult the program section (2) of this calendar for individual application deadlines and additional admission requirements:

Associate of Science Degree
Child and Youth Care Counsellor
Coaching Diploma
Community Social Service Worker
Community Support Worker
Computer Information Systems
Dental Auxiliary
Dispensing Optician
Early Childhood Education
Financial Services Studies
Health Information Services
Home Support Attendant
Music
Nursing (General)
Nursing (Psychiatric)
Office Administration
Physical Education
Print Futures: Professional Writing
Resident Care Attendant
Sign Language Interpretation
Stagecraft Technology
Theatre
Therapeutic Recreation

Notification of Admission or Re-admission

Official notification of admission or re-admission is issued by the Office of the Registrar. A *Letter of Admission or Re-admission* is mailed to all students prior to registration. This letter confirms eligibility to register for courses or informs of unfulfilled admission requirements.

Transfer Credit

From Another Institution

Students who have attended a recognized post-secondary institution or undertaken special training in a career area may be eligible to receive some advance credit toward a Douglas College diploma or certificate and to satisfy prerequisite requirements. Students who receive transfer

credit require a reduced number of semester credits at Douglas College to qualify for a certificate or diploma.

Students may transfer a maximum of 50 percent of the credits required for a Douglas College diploma, certificate or citation. Transfer credits are entered on a student's permanent record.

To receive transfer credit, students must submit an official transcript with their Application for Admission or Re-admission. A detailed course description may also be required before credit can be evaluated.

Detailed course descriptions are required for credit evaluation of courses taken outside of B.C. Institutions.

Refer to page 219 for Transfer Credit Guide.

To Another Institution

Students planning to transfer to another post-secondary institution must consult the calendar and transfer guide of the receiving institution regarding transferability of Douglas College courses.

Although an articulation agreement exists between the publicly funded B.C. post-secondary institutions, many variables affect the transferability of courses. The receiving institution may evaluate your courses, and calculate your grade-point average in accordance with its own policies and procedures.

It is the student's responsibility to consult an academic advisor or the calendar and transfer guide of the receiving institution for program planning.

Students who intend to pursue studies with any professional organizations are encouraged to contact the relevant organization for current transfer information. Students planning to transfer from Douglas College to a university or university/college should consult with the university Registrar's Office about the transfer of credits. Credits transferred to, and accepted by, Douglas College are not necessarily transferable to other post-secondary institutions.

Advance Placement

Douglas College recognizes that many students should be granted formal recognition for knowledge and skills already acquired. Such students may receive advance placement, which permits them to omit some introductory or prerequisite courses. They must, however, still complete the total number of semester credits required for a certificate or diploma, but the total number of optional credit hours of instruction is increased.

The decision to grant advance placement rests primarily with the teaching department. Application may be made directly to the Registrar, who refers it to the department concerned.

The Department Head and one faculty member from the department evaluate each applicant's knowledge and skills and then notify the Registrar regarding the student's eligibility to receive advance placement.

Note: For further information contact the Office of the Registrar.

Challenge Credit

Douglas College students may obtain credit by challenging a course. This means undertaking written and/or oral examinations and other types of evaluation on the content of a specific course.

Students may not challenge courses they have previously audited or registered in. Students must be registered for other courses in the semester in which the challenge application is made.

Students must make a formal application to challenge a course within the first eight weeks of classes in any semester. The challenge form is available from the Office of the Registrar. Students must indicate how the required knowledge and skills were acquired.

Applications are referred to the Department Head, who determines eligibility. If the application is disallowed, it is returned with an appropriate explanation; if it is allowed, the student must pay a fee of \$50 to the Registrar's Office prior to writing the examination. Challenge requirements must be completed within four months from the date of application to challenge.

The examination and evaluation procedures are set by the Department Head (or designate) and a faculty member or members teaching the subject. They are responsible for the final assessment.

Students challenging a course are examined by more than one faculty member from the appropriate department. Examinations may be in the form of written work, tape recording, video tape, or movie film. Examination results are filed by the department for permanent reference.

If a mark of *C* or above is obtained, the Registrar is notified and the mark and credits are entered on the student's College transcript. Students who are registered in a university-transfer program should check with the university whether *challenge credit* is acceptable for transfer purposes. If a mark of *C* or above is not obtained, the Registrar is informed, but the grade is not entered on the student's College transcript.

Normally, students may challenge a maximum of three semester credits in any one semester. A total of six semester credits may be challenged for any one-year certificate program, and 12 semester credits for any two-year diploma program. In some career programs, the maximum of 12 semester credits may be challenged in one semester.

Registration

Students must complete all admission or re-admission procedures before they are permitted to register for courses. It is recommended that this be done no later than three months in advance of classes. After students have submitted their complete Application for Admission or Re-admission to the Office of the Registrar and their application has been evaluated, they will receive a Letter of Acceptance. Registration information is mailed one month prior to registration.

New students who do not register for any courses in their first semester of attendance do not keep their student number and must re-apply to the college.

Douglas College registers students by telephone. Details concerning the registration process and the planning required are contained in the Registration Instructions which are mailed to all eligible students approximately three months in advance of the start of classes. Students who have satisfactorily completed the previous semester at Douglas College automatically receive registration information. Students who do not receive this information should contact the Office of the Registrar at 527-5478 before registration.

Continuing students who do not attend in a Fall or Winter semester must re-apply to the College. Registration appointment times are assigned on the basis of the previous semester's GPA for General Admission programs. Students who are absent from the College for five consecutive semesters are assigned a registration appointment time according to their date of re-application.

Note: The Schedule of Classes which lists the days and times each course is offered, will be mailed four weeks before registration.

Students who do not satisfactorily complete a semester at Douglas College may be placed on Scholastic probation or be asked to withdraw. See section on Scholastic probation.

College staff assist in helping students register for the courses in which they are interested. Students who plan to transfer to another institution after attendance at Douglas College should refer to the previous section on transfer credit. Planning should be done well in advance of registration. Contact the Student Services Centre for assistance at 527-5486.

Note: Academic Advisors are available to help plan course selection. Please contact the Student Services Centre at 527-5486.

Ultimate responsibility for the accuracy and completeness of course timetables and of registration rests with the student. Students cannot receive credit for a course in which they are not properly registered.

Late Registration

Students may register late for courses, if space is available, for two weeks after classes have started. Course availability will be limited. Shorter deadlines will apply for courses that are less than 14 weeks in duration. Late registration must be done in-person. Fax, mail and drop-off will not be processed.

Attendance/Non-attendance

Unless the student establishes legitimate reason for absence, students who fail to attend during the first week of a course may have their seats in that course given to other students regardless of previous permission to register. It is the student's responsibility to contact the instructor and to establish legitimate reasons for absence in order to secure a seat in the class.

Non-attendance, by itself, does not constitute withdrawal. Students are considered fully registered until they delete a course by using the telephone registration system. During late registration only, students will complete changes using the Change of Course form. Deadline dates apply to withdrawing from a course.

Note: If withdrawal or course-drop procedures are not completed, the grade of UN (unofficial withdrawal) is recorded. A UN grade counts as zero in the grade point average.

Auditing a Course

Auditing a course requires normal application, registration, and fee payment. The notation *Audit* is placed on student permanent records, beside each course audited, if classes are attended regularly. Poor attendance results in the grade of W. Usually, auditing students are not required to complete assignments, tests or examinations.

All students will be registered as credit students. A student has until the end of the second week of classes to change their status from credit to audit. This change must be done in-person at the Registrar's Office and a student must present picture I.D.

Change of Address

Please notify the Office of the Registrar of any change of address in writing so that correspondence and grades may be mailed without delay. Changes in the telephone numbers and names of persons to contact in emergencies should also be updated.

Section Changes

Douglas College offers many courses at several different times during the week so students can find it easier to fit all their courses into their schedules. The different times that a course is offered are called sections.

A section change is processed as a course add and a course drop that occur at the same time. When a section is

changed, however, the dropped section is always deleted from the permanent student record.

Students must change the section by using the telephone registration system. During the last registration period only, students must use a Change of Course form to add or drop a course(s). Deadlines apply to changing sections.

Course Adds, Drops and Withdrawals

Deadline dates, for courses less than 14 weeks in length, are pro-rated.

Students are required to add or withdraw from courses by using the telephone registration system. During the late registration period only, course changes are done by using the Change of Course form. Deadline dates apply. A course dropped during the first two weeks of the semester is deleted from a student's permanent record. Courses that are officially dropped during the third to tenth week of the semester are recorded on a student's permanent record with a grade of W. Course drops are not permitted after the tenth week.

Course Load, Approval for Overload

A normal course load for a full-time student is 15 semester credits. Some programs, however, may require more than a normal course load. Students not enrolled in such a program and wishing to take a course overload (i.e. more than 15 credits in one semester) must first obtain permission from the Registrar. Normally, a grade point average of 3.0 (B) or better is required before permission to carry extra courses is granted.

Guided Study Courses

Douglas College, under the conditions and procedures listed below, makes available to students an alternative to regular classroom instruction. The alternative allows completion of courses by independent study, under the guidance of a College faculty member.

Guided Study Policies (See Note)

1. A guided study course is approved under very special circumstances. These circumstances do NOT include instruction by correspondence or payment of less than the regular course fee.
2. Only courses listed in the College calendar may be adapted for guided study. Students must register for a course in the calendar, and the goals and objectives of the course must remain unchanged.
3. Appropriate courses for Guided Study are those at the second-year level for which there is low demand or low enrolment. Courses in reading, research, work experience, or field studies are NOT offered on a Guided Study basis. Further, courses that depend primarily on student/instructor interaction are NOT offered for guided study.
4. Students should apply for the Guided Study Contract at the office of the Department Head. They should complete both the contract form and a registration form, attach cash

or a cheque for the course fee and student fee, and request approval by the Department Head.

5. A Douglas College instructor must be willing and available to participate with the particular student before the contract is approved.
6. The student, the instructor, and the Department Head must meet to examine the Contract Form to ensure **that all parties are aware of its nature and implications**. The course outline is attached to the contract, and as part of the contract, the instructor and the student must agree on the variations from the regular course outline.
7. Guided Study programs are normally open only to students who have completed at least 12 semester hours of credit or two semesters at Douglas College. Variations from this must be approved by the Appeals Committee.
8. If students do not complete the contract, an *F* grade (failure) is awarded. An Incomplete *I* grade is awarded only with the approval of the appropriate Department Head. Successful completion of the course results in one of the regular College passing grades being awarded.
9. Because of the particular fee payment arrangements for the instructor's services, no refund is possible after the course has begun.
10. If students are registered for other courses during the current semester, the additional Guided Study course(s) must not cause the student to exceed the normal permitted academic load, and the additional Guided Study courses must be added to the student's records using a Change in Registration Form.

Note: For the benefit of students, the above information is provided by the Office of the Registrar. Anyone requiring information on the full policy and procedure should consult with the Department Head or the Registrar.

Repetition of Courses

In general, students may register for the same course a maximum of three times. *Register*, in this context, means *enrol as a credit or audit student*.

The policy applies to all cases of registration, whether or not the course is successfully completed.

Students may appeal to the Registrar for special consideration or exemption from this policy. Some departments have specified other repeat course policies. In those cases, that policy would apply. Please consult with the department.

Student Projects for Credit

Students may obtain College credit for completion of a project of their own choosing, subject to the Curriculum Committee's approval. Interested students should contact faculty to discuss preparation of a submission to the Committee. Credit for such projects is given on an individual basis.

Fees

Regular Fee Structure

Full fee payment is due approximately three to four weeks prior to classes beginning. Deadline dates will be specified in the Registration Instructions. New students admitted to certain limited enrolment programs pay a tuition deposit. Details will be specified in the letter of acceptance.

Douglas College calculates tuition and student fees on a per credit hour basis. A detailed up-to-date fee schedule is included in the registration instructions which are available each semester. Credit courses and audit status courses are calculated at the same rate. International student fees are assessed based on a separate fee structure (Refer to the international student brochure). Senior citizens do not pay fees (65 and over with verification).

The regular tuition fee for 1994 was \$42 per credit hour. The fees are currently under review for the 1995/96 academic year. In addition to the tuition fee, students must also pay a student society fee which ranges from \$8 to \$21 (according to the total number of credits taken per semester), an Other Press fee and a building fee.

Total fees per semester are calculated as follows:

\$/per credit hour X # of credit hours + the Student Society, Other Press and Building Fees.

One three credit course taken in 1994 cost \$147.50.

The total tuition, Student Society, Other Press and Building Fee for 15 credits was \$664.50 per semester in 1994.

Regular tuition fee \$42/credit hour
 (under review for 1995)

Audit tuition fee \$42.09/credit hour
 (under review for 1995)

Student Society fee calculated on the total number
 of credit hours per semester

Other Press fee \$4.50 per semester 1994

Building fee \$9 per semester 1994

Student Society Fees

Student Society fees must be paid by all students except seniors citizens. In addition to the Student Society and Other Press fees, a \$9 building fee will be charged at registration. This fee will go towards the new Student Union Building Project.

The Student Society is funded primarily by membership fees and is dedicated to serving the interests of the students that it represents.

Exceptions to the Regular Fee Structure

Self-paced Fee Structure*

(Subject to change)

\$134 = Full-time fee per month (Tuition = \$126, Student Society = \$5, Other Press = \$1, Building Fee = \$2)

\$69 = Part time fee per month (Tuition = \$63, Student Society = \$3, Other Press = \$1, Building fee = \$2)

These fees only apply to certain programs

International Student Fee Structure

International students are assessed fees at \$225 per credit plus the Student Society, Student Building and Other Press fees.

Other Fees

(Subject to change)

Challenge fee	\$50
Application fee	\$25
International Application fee	\$100
Transcript fee - first copy	\$4
Each additional copy ordered at same time	\$2
College Calendar: pick up	\$4
mail out (Canada & U.S.A.)	\$7
mail out (overseas)	\$12
Re-instatement fee	\$25
Late payment fee	\$25
N.S.F./returned cheques	\$20

Note: In certain courses students may be required to pay equipment fees and are so advised at registration.

Refunds

Tuition Fees

Refunds are calculated from the day the withdrawal is processed on the telephone registration system or the date the Registrar's Office receives the Change of Course form. Tuition fee refunds are based on the number of semester credits from which a student withdraws and the length of the course(s).

Refund Schedule (partial or complete)

(Subject to change)

A. For 7-Week or Longer Courses

Time of Withdrawal	% Refund
Prior to the start and to the end of the 1st Week	80% less \$100.00
2nd Week of instruction to the end of 2nd Week	50% less \$100.00
3rd Week to end of term	No Refund

B. For 1 - 6 Week Courses

Time of Withdrawal	% Refund
Prior to the 1st week of the start of class	80% less \$100.00

1st Week of instruction to the end of class No Refund

Refunds are issued in the name of, and mailed directly to, the student who was registered in the course.

Details regarding the payment date will be published in the Registration Instructions. Students who completely withdraw from all courses before classes begin will forfeit a \$100 processing fee. Students who withdraw from one to all courses after classes begin, but within the established deadline dates, will receive their refund less the \$100 processing fee.

Students in Limited Enrolment programs, who pay a deposit to confirm acceptance of an offer of admission forfeit their deposit three weeks after the date the deposit is due. Requests prior to this date must be made in writing.

Refund dates are calculated from the day a change is completed on the telephone registration system or the day a Change in Course form is received in the Registrar's Office. Refunds will normally be processed within six (6) weeks. This allows time for file processing and for all changes in registration to be received. Student Society, Building Fee, Other Press and Late Registration Fees are not refunded. The minimum amount refunded is \$10.25. If a total refund is \$10 or below, the student will not receive a refund. For further information, contact the Office of the Registrar. For enquiries concerning refunds please contact the Accounting Department.

Tuition Fee Payment & Refunds For Limited Enrolment Programs

Payment

Fees for limited enrolment programs must be paid as indicated in the letter of acceptance.

Refund

The scale of refunds for limited enrolment programs depends upon the specific program and entry date. Details are stated in the letter of acceptance.

General Information

Appeals, Petitions & Formal Complaints

The College provides two formal procedures for students to seek resolutions of disagreements. They are the appeals and the complaints procedures. They differ in purpose and process. With both, students must try to resolve their concerns informally prior to seeking redress through the formal process. It is advisable for students to consult with a College counsellor for assistance and guidance.

College Student Appeals Committee

The College Student Appeals Committee consists of five members. They are the Registrar (chairperson and non-voting), one student, one faculty member, one administrator (voting members), and one counsellor (non-voting).

College Student Appeals & Petitions

Appeals concerning performance in a course or courses are dealt with by the Department Academic Appeal Committee. The College Student Appeals Committee deals with appeals that pertain to matters of policy and procedure.

Appeals and petitions are mechanisms by which students may seek exemption from College policies and decisions such as appealing decisions made by College employees, to request a waiver of admission requirements, etc. Appeals and petitions must be made on Petition Forms available in the Office of the Registrar. Copies may be forwarded by the Registrar to the Appeals Committee.

The following is the recommended appeals procedure:

1. Consult with a College counsellor for guidance.
2. Students are expected to attempt an informal means of resolution first (this process can be discussed with the counsellor). Informal resolution involves discussing the concern with the instructor or the Department Head.
3. The formal procedure can be followed if the informal process is unsuccessful.
4. The formal process requires the student to submit the appeal and petitions on the Petition Form along with any relevant documents to the Registrar. The Registrar or designate will review the documentation and determine if the Appeals Committee will hear the case.
5. Appeals and petitions must be submitted within four months of the original decision causing the appeal. Appeals or petitions submitted after this time will not be heard. All relevant documentation must accompany the form.
6. The Registrar informs the student of the time and place of the appeal. The student must be present. Only a College counsellor or the Student Society Ombuds officer may accompany the student if so desired. No other individual representing the student may be present. In adjudicating an appeal involving a faculty member, the faculty member and the Department Head are required to attend the meeting.
7. The committee considers the appeal and the student is notified of the decision, by the Registrar.

Departmental Academic Appeals

The Departmental Academic Appeals Committee consists of four members. The membership of the Committee can vary depending on the nature of the course. The Department Head (chair and non-voting), a student (voting) and two faculty members (voting) will serve on the committee. A Counsellor may attend the Appeal if requested by the Chair.

Procedures For a Departmental Academic Appeal

These Committees are set up in each department of the College to deal with students who are requesting a change in grade for a course that they have been enrolled in.

The following is the recommended appeals procedure:

1. Consult with a College Counsellor for guidance.
2. Students are expected to attempt an informal resolution first (this process can be discussed with the counsellor). Informal resolution involves discussing the issue with the instructor and possibly the Coordinator.
3. The formal procedure can be followed if the informal process is unsuccessful.
4. The formal process requires that the student submit a written request and any supporting documentation to the Department Head, preferably on a Petition form available from the Registrar's Office. The Department Head will review the documentation and determine if the appeal will be presented to a formal Appeals Hearing.
5. Appeals must be submitted within four months of the original decision causing the appeal. Appeals submitted after this time will not be heard.
6. The Department Head informs the student of the time and location of the appeal. The student must be present. A College counsellor or the Student Society Ombuds officer may accompany the student if so desired. No other person representing the student may attend an Appeal Hearing.
7. The Committee considers the appeal and the student is notified of the decision by the Department Head.

Complaints

The Complaint Procedure should be used in matters such as misconduct or incompetence on the part of a faculty member.

Students should attempt to resolve complaints informally first. If a reasonable effort to resolve the complaint informally is unsuccessful, the formal procedure may be followed.

Information about complaint procedures can be obtained from the head of the department or a College Counsellor.

Semester Credits

The standard unit of credit represents a minimum of one hour of instruction per week for a semester. Most college-level courses carry three semester credits, although many require more than three hours of classroom and laboratory work, seminars, etc.

Semester System

The calendar year is divided into three academic terms (semesters) of approximately 15 weeks. Each semester is a unit with its own registration and final examinations. In many programs, students may enter at the beginning of any

semester and attend one, two, or three semesters, as they wish, within a calendar year.

Semester I - Winter: January to April or May

Semester II - Summer: varied lengths, usually May to August

Semester III - Fall: September to December

Sexual & Personal Harassment

Douglas College is committed to fostering a fair and just community for all of its members and behaviour of an exemplary nature is expected of everyone.

What Is Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature that is intimidating, hurtful, annoying and/or malicious. Both males and females can be victims of sexual harassment by members of either sex. In some cases, the harasser may hold a real or perceived position of power; the harassment may be accompanied by expressed or implied threats or promises of rewards.

Sexual harassment may include but is not limited to:

- ◆ patting, touching or other physical contact
- ◆ leering, staring or making sexual gestures
- ◆ demands for sexual favours
- ◆ unwanted sexual invitations
- ◆ unwanted questions or comments of a sexual nature
- ◆ physical assault of a sexual nature
- ◆ display or distribution of sexual or offensive pictures or materials.

What Is Personal Harassment?

Personal harassment is verbal or physical behaviour that is discriminatory in nature, based upon another person's race, colour, ancestry, place of origin, political or religious beliefs, marital status, physical or mental disability, sex, age or sexual orientation.

Personal harassment may include but is not limited to:

- ◆ physical threats or intimidation
- ◆ words, gestures, actions or practical jokes, the natural consequence of which is to humiliate, alarm or abuse another person
- ◆ distribution or display of offensive pictures or materials

If you think you are being harassed consult a Harassment Advisor at 527-5574. All calls will be kept confidential.

Standards of Conduct

College students, employees and users are entitled to engage in the educational process or in the provision of services, free from disruptions, harassment or threat to personal safety. College policy sets guidelines for conduct of all individuals and stipulates that appropriate disciplinary actions will be taken for unacceptable conduct. Individuals are urged to consult Douglas College Policy A10.01.03.

Non-Semestered Programs Full and Part-Time

Continuous Intake - Self Paced

Some programs operate on a system of monthly intakes. Students in these programs progress at their own rate until their own and the program's objectives are met. Examples of such a program is Basic Occupational Education or the Developmental Studies at the 100 - 200 level.

Fixed Length - Non-semestered

Some programs have a fixed commencement and completion date and operate in a similar fashion to semestered programs. However, the length of the program, commencement and completion dates, and other events do not correspond to the regular semester dates and deadlines.

Full-time students

The College considers students registered for at least 12 credits to be full-time.

Note: A student must be enrolled in at least nine credits to qualify for an education deduction certificate (T2202) for income tax purposes.

Other agencies may define full-time enrolment in terms of number of hours or a different number of credits. Students should understand the definition being used by such agencies. For example, the B.C. Colleges Athletic Association defines full-time as being registered for at least nine credits. Some other sources of financial assistance require a minimum of 15 credits.

Note: For information on current policies and procedures consult the Financial Aid Office.

Part-time Students

Students who register for fewer than 12 credits per semester are considered part-time students.

Student Identification Cards

Each student is issued a student card. This card is identification for the library and must be presented at all Student Society sponsored activities.

Returning students must bring their cards with them and have them validated for the current semester.

Grading

The following grading system applies in evaluating course work for courses taken in Fall 1986, or later.

GRADE	GRADE POINTS	DEFINITION
A+	4.33	
A	4.00	Outstanding Achievement
A-	3.67	
B+	3.33	
B	3.00	Good Achievement
B-	2.67	
C+	2.33	
C	2.00	Satisfactory Achievement
C-	1.67	
P	1.00	Marginal Achievement: course requirements successfully completed. This grade does not permit students to pursue another course for which this graded course was a prerequisite. Some departments will specify a higher level of achievement for a prerequisite course.
F	0.00	Unsatisfactory Achievement.
UN	0.00	Unofficial Withdrawal. This grade is assigned to students who complete less than 70 percent of the evaluations of the course and who do not officially withdraw.
W	Not calculated	Withdrawn before official deadline.
I	Not calculated	Incomplete. Course requirements to be completed within a specific time period by arrangement with the instructor and division.
CIP	Not calculated	Course in Progress.
MAS	Not calculated	Mastery. Student has met and mastered a clearly defined body of skills and performances to required standards.
EXP	Not calculated	Experience. Student has participated at the required level in course activities. Credit is not granted.
NCG	Not calculated	No Credit Granted. Student has not met the required standard for the course and/or has not participated to the required level in course activities.
DEF	Not calculated	Deferred. The course duration does not correspond to semester duration.
ADV	Not calculated	Advanced Credit. Credit granted for an equivalent course completed at another recognized educational institution.
ANC	Not calculated	Anecdotal. Student has been unable to meet all course requirements due to disabling condition, such as illness. This grade gives course credit.
AUD	Not calculated	Audit. Student attended. Auditors are not evaluated. Poor attendance results in a grade of W.
CX	Not calculated	Cancelled for non-payment of fees.
TRF	Not calculated	Transfer credit granted.
ENC	Not calculated	Exemption granted without credit.
ECR	Not calculated	Exemption granted with credit.

Note: An asterisk (*) indicates Challenge Credit. e.g. *B indicates the grade of 'B' was achieved by means of a challenge examination.

Evaluation Policy

The final grade in a course of three credits or more should include at least five separate evaluations. The final grade in a course of less than three credits should include at least three separate evaluations. This could be any combination of tests, examinations, or assignments. It may include things such as seminar participation and attendance, if these are included in the course outline. Students who enrol in co-operative education programs or in courses which include a practicum, preceptorship, or field experience must accept that evaluations may also be carried out, in part, by persons who are not instructors at the College.

Each student has the right to demand, from an instructor, an assessment at mid-term. The purpose of this assessment is to give students a rational basis on which to determine whether or not they should withdraw from the course, redouble their efforts, or carry on as usual. In order to give a mid-term assessment, the instructor must provide some basis for the assessment other than a subjective analysis of the student's ability.

Grades may be reduced for an assignment which is turned in late, with the reduction being proportional to the degree of lateness.

An instructor may give a grade of zero for an assignment turned in after the answers have been provided. Instructors make their students aware, in writing, at the beginning of the semester, of their policies concerning deduction of grades for lateness.

Instructors follow existing divisional, departmental, or discipline guidelines.

Instructors may ask students to deliver assignments to them personally. Some unfortunate experiences have occurred in the past; assignments have been taken and copied by less-than-honest students.

If the method and place of delivery have not been specified, a student may use reasonable judgment in delivering the assignment to the instructor's home, to the instructor's mail box at the College, or to the care of the departmental secretary of the teaching area involved.

A period is set aside at the end of each semester for each course that has a final examination. This ensures that students do not have conflicts because of examinations that take more than the two hours normally allocated to each class. The exam schedule is posted and the students have an opportunity to deal with time conflicts. Holding final examinations in the weeks prior to the final exam week would be detrimental because it would create conflicts which would cause students to miss other classes in order to study for or take the *final exam*.

Evaluation for courses differ according to the credit value and duration of the course. Please note the following:

For standard three-credit semester length courses

- ◆ final grade will include at least five separate evaluations
- ◆ final exam or any single assignment or test will not count for more than 30 percent of the total grade

- ◆ no test valued at more than 10 percent may be given in the 2 weeks prior to exam week

For courses less than three credits

- ◆ final grade will include at least three separate evaluations
- ◆ final exam or any single assignment or test will not count for more than 40 percent of the total grade.

Note: The College assumes good faith on the part of students and accepts without question statements that a student submitted an assignment at a specific time, place, and date.

Grade Point Average

Students' Grade Point Averages (GPA) are reported on all transcripts of marks. The term *GPA* is the sum of the grade points earned in a semester divided by the number of credits taken in that semester. The *Cumulative GPA* is the sum of the grade points earned in all semesters divided by the total number of credits taken.

Calculation of Grade Point Average

1. For each course taken the grade point value of the mark is multiplied by the credit value of that course.
2. The total number of grade points is divided by the total number of credits to obtain the GPA.
3. The GPA is calculated only on courses taken for credit.
4. A course or grade may not be deleted from the permanent record. However, if the student repeats a course, only the highest grade is used in the calculation for total grade point average.

Note: Students who intend to transfer to another educational institution must realize that another institution may re-compute the grade point average in accordance with its own policies.

Transfer of GPA & Advance Credit

Transfer students should obtain information on the grading policies used at the institution to which they intend to transfer. Each institution has its own policy with respect to the method used to calculate the grade point average when a failed course is repeated or when a course is repeated for higher standing. Other institutions do not necessarily include only the better grade in grade point average calculations.

Similarly, transfer students should also make themselves familiar with the policies and procedures of receiving institutions regarding the transfer of *W*, *UN*, and *F* grades and the effect on the grade point average calculation used for admission of transfer students.

Advanced credit awarded by Douglas College is also reviewed by the receiving institution and some changes may be made according to the policy and procedure of the receiving institution.

/ [Incomplete] Grade

The *I* grade allows students to defer course deadlines. It assists responsible students to carry out their commitments; it is not intended to encourage students to procrastinate. It is reasonable, therefore, to expect it to be infrequently used. The withdrawal procedure is far more realistic for many students. Guidelines used are:

Any *I* mark is subject to review by the department head whose signature is required on the contract. Student applications for *I* grades should be received no later than the deadline for application for complete withdrawal.

The following criteria are used by instructors in deciding whether to agree to a contract:

1. Previous work in the course should have been at a reasonably satisfactory level,
2. a) The student has been prevented from completing requirements by some unusual circumstance, such as beginning a project which turns out to be more time-consuming than anticipated, **or**
b) An emergency situation such as illness or accident has prevented the student from completing one or more of the course requirements.
- c) Students who receive an *I* grade are allowed to re-register in the subsequent semester only after an examination of their course load and *I* contract by a Counsellor and/or the Registrar at registration.
- d) Most students are expected to complete their *I* contracts within two to four weeks after they are made.
- e) There is no limit to the number of *I* grades that a student may carry.
- f) *I* contracts must be submitted to the Registrar's Office no later than 2 weeks after the course completion date.

Mastery Grading System

Some courses are designated by the College as *Mastery* courses. These courses demand a clearly defined high standard of performance. The student must demonstrate complete mastery of all knowledge and/or performance requirements. Because of their nature, they are not included in calculating the grade point average.

Plagiarism and Cheating

Plagiarism is defined as the presentation of the ideas of others as your own. There are differing degrees of plagiarism which range from the naive use of material and failing to acknowledge the source, to blatant intentional deceit on the part of the student.

Cheating is the use of unauthorized aids, assistance, materials etc. on exams or the use of essays prepared by others. Falsification of research/laboratory results, or other misrepresentations of a student's work. Students are advised that the College views both as unacceptable behaviour and has established procedures to deal with suspected cases of plagiarism or cheating.

Scholastic Probation

Upon registering, students make a commitment to complete a program of courses in that particular semester. Because there is a considerable demand for admission, students whose Grade Point Average over 12 credits is 1.50 or below are placed on scholastic probation. Academic performance is reviewed upon completion of a further minimum of 12 credits. Students whose Grade Point Average (GPA) is again below 1.50 are required to withdraw from the College for at least one major semester (Fall or Winter).

Students who are required to withdraw must apply for re-admission. Application for re-admission requires a personal interview with the Registrar. Students having difficulty with their studies are encouraged to see a counsellor.

Statement of Grades

Students receive a statement of grades, by mail, as soon as possible after the end of each semester.

Note: All obligations relating to fees, library books, rentals or borrowed equipment must be met before any statement of grades, transcript, or diploma is released. Errors or omissions on the statement of grades (or transcript) should be reported immediately to the Office of the Registrar.

Transcripts

Official transcripts of educational record

At the end of each semester, students receive a statement of the grades obtained in courses taken in that semester. A transcript is a summary of courses and grades for all semesters for which a student has registered.

Official transcripts, which bear the official signature and college seal, must be requested by using a transcript request form. Application for transcripts should be made in writing through the Office of the Registrar at least one week before they are required. There is a charge for this service (see Fee Schedule). Pictured identification is required when picking up the transcripts.

Since student records are confidential, an official transcript is issued only upon the student's written request. No transcript is issued until satisfactory arrangements have been made with the college regarding outstanding debts, library books, and college equipment.

Graduation Requirements

A formal application for graduation must be made before the specified deadline. Graduation application forms are available at the Office of The Registrar.

Note: Refer to Important Dates to Remember in the front of this calendar for the exact deadlines.

Before graduating, students must complete the required course work for a particular College degree, diploma, certificate or citation program.

Associate Degree

Students should consult the program section of the Calendar under Arts and Science.

Douglas College Diploma

Students must complete a minimum of 60 credits, 20 courses, and where applicable, specific program requirements.

Note: See the program section of the calendar for details of diploma program requirements.

Douglas College Certificate

Students must complete a minimum of 30 credits, 10 courses, and where applicable, specific program requirements.

Note: See the program section of the calendar for details of certificate program requirements.

Douglas College Citation

Students must complete a minimum of 12 credits, four courses, and where applicable, specific program requirements.

Application may be made for only one award in a related field of study and will be granted for the highest eligible award only. The level of awards from lowest to highest is as follows: Citation, Certificate, Diploma and Associate Degree.

Students are eligible to receive graduating awards free of charge upon completion of program requirements provided they apply for the graduation ceremony that immediately follows the completion date or one ceremony after the program completion date. All other awards are considered backdated and a fee of \$50 will be required prior to the ordering of the award. (Subject to change without notification).

Any changes or corrections that are not reported to the Graduation Coordinator (604) 527-5391 immediately and result in the misprinting of an award will result in the student bearing any and all associated costs. The current price for reprinting is \$35 before the ceremony and \$50 after the ceremony. (Subject to change without notification).

Note: See the program section of the calendar for details of citation program requirements.

Services and Facilities

Academic Advising

Academic Advisors provide:

- ◆ Information sessions on most Douglas College programs, admission requirements, application procedures, tuition fee information, transfer credit information etc.
- ◆ General course and program planning information
- ◆ Career information
- ◆ Assistance in the Career Resource Centre

Prospective (New) Students

Prospective (new) students are advised to attend an Information Session for their program. Sessions are free; pre-registration is not necessary.

Note: The schedule is available from the Student Services receptionist. As well, it is posted at the main entrance to Room 2700 and can be obtained by phoning Student Services at 527-5486.

Appointments are available at the Maple Ridge Campus. To book an appointment, call 467-6811.

Registered (Returning) Students

Individual appointments with an academic advisor are available for returning students who require assistance with course and program planning. Appointments may be booked with the Student Services receptionist, and at the Maple Ridge Campus main office.

Information Sessions

Information Sessions are provided for prospective (new) students and are one to two hours in length. They are offered on a regular basis for the following programs:

Career: Business Management (Accounting, Administrative, Computer Information Systems, Financial Services, Marketing and General Business), Child and Youth Care Counsellor, Coaching, Community Social Service Worker, Community Support Worker, Criminology, Dental Auxiliary, Dispensing Optician, Early Childhood Education, G.E.D., Resident Care Attendant, Health Information Services, Home Support Attendant, Music, Nursing: Access I, Nursing: General (RN), Nursing: Psychiatric (RPN), Office Administration, Print Futures: Professional Writing, Stagecraft, Therapeutic Recreation, Sign Language Interpretation.

University Transfer: Arts, Commerce and Business Administration, Criminology, Education, Music, Physical Education, Science, Theatre.

Assessment Centre

Provides services in the following areas:

- ◆ administering all standardized testing (Early Childhood Education, Certified Dental Assistant, General, Psychiatric, Access Nursing, Computer Information Systems and Resident Care Attendant).

- ◆ coordinating all Math, English and Communications, Developmental Studies and typing assessment testing.
- ◆ arranging individual appointments for out-of-town testing and special arrangements for students as necessary.

Athletics and Intramurals

Douglas College provides students with the opportunity to compete in a variety of varsity athletic programs through membership in the British Columbia Colleges Athletic Association (BCCAA). National competition is possible through the Canadian Colleges Athletic Association (CCAA) which is comprised of 87 colleges aligned in five provincial conferences.

Sports currently available to students (all in men's and women's) are basketball, volleyball, badminton, golf, rugby, wrestling and soccer.

Intramurals are organized on a semester basis for individuals and co-ed team activities such as indoor soccer, floor hockey and volleyball are offered on Thursdays 12-2 pm. Other activities may be organized depending on interest. Students are able to use the facilities (gymnasium, weight room, fitness and combatants room, change rooms) free of charge and may borrow equipment or gym clothes from the facilities supervisor with a valid student card.

Club sports such as karate and skiing function through the Sports Institute and the Student Society and charge for participation. Aerobics are available for a fee.

For further information contact the Manager of Athletics and Intramurals at 527-5043.

Bookstore

The Bookstore is located on the first floor by the 8th Street entrance at the New Westminster Campus. In addition to current textbook requirements, a large selection of binders, paper products, computer accessories, backpacks and miscellaneous school supplies are in stock. The Bookstore has a line of college clothing, gift items, cards and a **GROWING** selection of used textbooks. Watch for posted signs prior to each semester with dates of the used textbook buy-back.

Store hours are 9 am - 4 pm, Monday-Friday with extended hours at the beginning of each semester. **It is recommended that you attend your classes before buying your textbooks. A Douglas College student identification card must be shown for all non-cash purchases.**

Career Information

The following Douglas College resources are available to assist students with choosing a career or occupation:

- ◆ Human Development courses, including:
HMUD 142 - Career Exploration
HUMD 144 - Career and Lifestyle Planning
- ◆ Counsellors

- ◆ Career Resource Centre in Room 2700
- ◆ Community Programs & Service non-credit courses
- ◆ Library
- ◆ Women's Centre
- ◆ Job Search Skills Workshops

Career Resource Centre

The Career Resource Centre contains a variety of educational and occupational information including:

- ◆ audio and video tapes
- ◆ Canadian and American college and university calendars
- ◆ course outlines for Douglas College courses
- ◆ educational directories
- ◆ employment trends
- ◆ job search strategies
- ◆ occupational and career profiles
- ◆ major company profiles
- ◆ volunteer opportunities

Assistance in the Career Resource Centre is available by appointment. Phone 527-5486 for more information.

Counselling

The counsellors at Douglas College are professionals trained to provide a variety of counselling services. Appointments are available at the New Westminster campus between 9 a.m. and 4:30 p.m. (527-5486). Some evening appointments are available as well. A limited number of appointments are available at the Maple Ridge campus and can be arranged by calling 467-6811. The counselling services are described below:

Career Counselling

Career counselling is a very important part of the counselling service. In addition to individual counselling, this service is provided in credit courses which are taught by professional counsellors: HUMD 142 Career Explorations and HUMD 144 Career and Lifestyle Planning. Several classes are offered each semester. Consult the course description section of the calendar for further information.

Personal Counselling

Personal counselling is provided to individual students. When appropriate, referrals may be made to community agencies. Students may make appointments by calling 527-5486 or arranging them with the Student Services receptionist. A given number of appointments are reserved each week to accommodate students in a crisis or emergency situation. Special drop-in times are reserved several times each week for short consultations.

Students are advised to consult with a Counsellor when experiencing academic difficulties. They are also advised to see a Counsellor when considering filing an appeal or formal complaint (see the general information section of the calendar for further information).

Workshops

Each semester the Counsellors offer a series of non-credit workshops for enrolled students which are designed to promote personal growth and student success. Examples of the topics addressed are:

- ◆ Stress and/or Time Management
- ◆ Survival Tips for College Success
- ◆ Test and/or Performance Anxiety
- ◆ Building Self Esteem and Confidence
- ◆ Overcoming Procrastination
- ◆ Assertiveness
- ◆ Interpersonal Relationships

Counsellors also offer workshops in conjunction with the Women's Centre. Please phone the Women's Centre, 527-5148, for information.

Credit Courses

Credit courses designed to promote personal growth and development are described in the course description section of the calendar under the heading Human Development. Career planning courses (HUMD142 and 144) are shorter in length (seven or ten weeks). Other courses are a semester long and are focused on personal growth (HUMD 100) and interpersonal and helping relationships (HUMD 152 and 252).

Disabled Student Services

Students with disabilities are encouraged to contact Disabled Student Services for information and special services. Prospective students with a disability are requested to contact the Transition Planner to discuss information on special programs and services and get a copy of the Access Handbook.

Tel: (527-5115) TTY: (527-5450)

Individualized support services are available depending on the nature of the disability, they include:

- ◆ assistance with registration and admission procedures;
- ◆ information on ramps, washrooms, facilities, parking and general accessibility
- ◆ support in adapting to the college environment
- ◆ referral to other college and community services
- ◆ formal and informal assessments to identify learning strengths and needs
- ◆ assistance in completing regular course requirements: direct tutoring for course work, study skills and compensatory strategies, exam preparation
- ◆ assistance with reading, writing, note taking, and library research
- ◆ talking books: taped versions of textbooks
- ◆ alternate ways of taking exams, lecture notes, and completing assignments
- ◆ interpreting services for deaf students in credit courses.

Steps for Successful Transition to College for Students with Disabilities

- Step 1: See High School Counsellor
- Step 2: See Transition Planner
- Step 3: Attend a Group Advising Session
- Step 4: Submit Application for Admission Form
- Step 5: Contact Financial Aid Office or Sponsoring Agency to Request Financial Assistance
- Step 6: Make an Appointment with the Coordinator of Disabled Student Services if you require talking books or interpreting services
- Step 7: Arrange for housing, transportation and parking placard
- Step 8: Attend College Orientation Workshop
- Step 9: Prepare to register at Douglas College
- Step 10: Familiarize yourself with the campus environment
- Step 11: Meet with the Instructor Assigned to You in Disabled Student Services (if you require special services)
- Step 12: Meet with each of your course instructors and purchase textbooks
- Step 13: Maintain contact with Disabled Student Services

Parking

Special parking stalls are reserved for disabled people on P1, P2 and P3. Students using these spaces must have a disabled driver's placard and must register their car with Physical Plant or DSS office. The Handi Dart drop-off point is located on the Royal Avenue driveway and at the Agnes and 7th Street entrance.

Equipment

The college has several special items:

- ◆ visualtek
- ◆ brailier
- ◆ TTY/TTD
- ◆ lap-top computers
- ◆ variable speed 4-track tape recorder
- ◆ braille dictionary
- ◆ computer with large print, personal speech system, braille printer, scanner
- ◆ looped theatre
- ◆ talking calculator
- ◆ spell checker
- ◆ stationary wheeling machine
- ◆ FM systems

- ◆ looped information desk in library
- ◆ infra-red assistive listening devices

Housing

Douglas College is primarily a commuter college for students in the four school districts it serves, therefore no residences are maintained.

Note: For information on off-campus listings please call the Student Society at 527-5110.

Learning Centre

The purpose of the Douglas College Learning Centre is to provide assistance to students registered in courses at the College. The short-term goal of the Centre is to enhance student success through timely assistance with specific skills. The long term goal is to assist students to become effective independent learners who no longer need the services of the Centre.

Students who use the Centre will have most of the basic skills needed to be successful in their courses but they lack some specific reading, writing, study, or word processing skills. For students who lack a wider range of basic skills, the College has courses in Developmental Studies, English as a Second Language, and Reading and Study Skills. The Centre, rather than duplicating those courses, is for students who have an immediate need which cannot wait for the next session for those courses to begin, or who do not need entire courses to develop some of the skills they need to be successful in their college courses.

We provide two kinds of service. The first is the referral system. Because we prefer to work with content instructors in a team effort to help the students, we ask instructors to refer students who would like additional help from us. Students are first provided with a learning plan to follow, and then matched with a "peer tutor" who has been trained by the Centre to help students deal with study, reading, and writing skills.

The second kind of help we offer is training in basic word-processing skills. Students do not need a referral for this computer help. They can sign up for regularly scheduled orientations to learn beginners WordPerfect skills or they can come on a drop in basis to practice their WordPerfect skills.

Library

Douglas College Library is an important resource for College students and the community. In addition to subscriptions, the library holds 2,500 video-tapes and 3,000 sound recordings, plus government documents, computer programs, maps, telephone books and pamphlets.

Anyone may use the facilities whenever the library is open. Borrowing privileges are extended to Douglas College students and employees, public library card holders from the College community, and students and faculty from other British Columbia community colleges.

Hours of Operation

Fall and Winter semesters while classes and exams are in session:

Monday to Thursday 0745 to 2200

Friday 0745 to 1630

Saturday 0830 to 1630

Sunday Closed

While classes and exams are not in session:

Monday to Friday 0830 to 1630

Saturday to Sunday Closed

Closed on statutory and College holidays.

Summer semester, unless otherwise posted:

Monday to Friday 0830 to 1630

Saturday to Sunday Closed

Library phone numbers:

Reference 527-5176

Loans and renewals 527-5568

Audio visual 527-5186

Hours 527-5467

Library Orientation

Most first year students will receive a library orientation class in at least one course. If not, ask at the reference desk for assistance.

Library Course

The library offers a seven-week 1.5 credit course. See Skills for College Library Research (LIBR 111) under LIBRARY in Course Descriptions.

Other Library Services

The AV Lab houses the open shelf video, compact disc and record collections along with a variety of viewing and listening equipment. Trained staff are nearby when assistance is needed.

Audio visual equipment is available for student use, although an instructor's authorization is sometimes required.

Computers are available for student use, as well as a typewriter (courtesy of the Student Society).

Study rooms for private or small group study may be booked in advance.

Student Government

All students are members of the Douglas College Student Society, which is primarily funded by fees paid by students at registration. The Society aims to serve all students.

The Student Society provides a variety of functions and services for students including scholarships, lockers, films, listings of off-campus housing, funding for student clubs and associations, access to the Canada Games Pool, and social events such as pub nights. The Society also provides an ombudsperson, who serves as a liaison/advocate for students having difficulties within the College.

The Student Society is run independently of the College administration. It is directed by an elected student executive and senate. These members are:

President, VP-Internal, VP-External, Treasurer, Maple Ridge Member at Large, Speaker of the House and elected members from:

University Transfer, Business, Dental, Developmental Studies, Disabled, English as a Second Language, Nursing, Long Term Care Aide, Music, First Nations, Psychiatric, Social Services, Theatre, Maple Ridge and Physical Education.

Note: For further information see the Student Society handbook.

Note: Student Society Business Office (New Westminster) 527-5110; Student Society President, 527-5112; Off-Campus Housing Information, 527-5110; Student Society Office, Room 2780. Maple Ridge Student Society, 467-9623

OFFICE HOURS: 8 am to 4 pm, Monday to Friday.

Student Placement

The Student Placement Office is open year round and provides listings of part-time and summer job opportunities both on-and off-campus. For further information telephone 527-5101 or fax 527-5551.

Student Newspaper

Student fees also provide funding for the student newspaper, The Other Press, which is run independently of the Student Society. To become a member of the Other Press, students must sign their membership book.

The Other Press 525-3542
Other Press Office, Room 1602

Women's Centre

The Women's Centre is for community and College women, of any age, who are thinking about personal development. Personal development may involve changing educational or employment plans or learning specific skills.

The Women's Centre assists women to achieve their goals. Some of the services provided are:

- ◆ information about educational opportunities and career options, information about community services and resources

- ◆ referrals to appropriate services and resources, workshops on a variety of topics such as: Time Management, Test Anxiety, Self-Esteem and Confidence Building, Stress Management, Communication Skills, Math Anxiety, etc.

- ◆ child care subsidy - based on financial need for part-time students using the Douglas College Daycare centre

- ◆ a resource centre containing books, research materials, and pamphlets of interest to women

- ◆ personal support and assistance to women, films and discussions on a variety of topics of interest to women

- ◆ assistance to women who have been out of school for a few years and who now wish to re-enter the education system

Note: For further information or an appointment contact 527-5148.

Student Finance

General Information

The Student Finance Office administers a wide variety of assistance programs including loans, grants, scholarships, awards, bursaries and work-study programs.

Workshops are offered throughout the year to assist students with their student loan applications (B.C. Student Assistance Program). Contact the Student Finance Office for a schedule of workshop dates. Assistance with reassessments and appeals is also available.

Special government programs administered by the Student Finance Office include the Adult Basic Education Student Assistance Program, B.C. Part-Time Student Assistance Program and the Work-Study Program. In addition, the Student Finance Office allocates scholarships, awards and bursaries made available to students through the Douglas College Foundation.

Location: Room 2710
2nd Floor, South Building
700 Royal Avenue, New Westminster

Telephone: 527-5487 FAX: 527-5551

Major Government Aid Programs

The Ministry of Skills, Training and Labour sponsors several programs of financial assistance for students undertaking full or part-time studies in post-secondary institutions across B.C.. A brief description of programs available to Douglas College students follows. For more information, contact the Student Finance Office.

B.C. Student Assistance Program (BCSAP)

The basic purpose of the program is to supplement, not replace, your own financial resources and the resources of your immediate family. The amount of assistance awarded is based on need as determined by the provincial authority. Applications are available outside the Student Finance Office. Students are encouraged to apply by the early deadline as applications may take up to 12 weeks to process. Students applying for government loans should submit their application forms directly to the Ministry of Skills, Training and Labour in Victoria. For assistance with your application, please contact the Student Finance Office.

The B.C.S.A.P program includes:

Canada Student Loan Program

Funded by the federal government, this program provides assistance to full-time students. The assistance offered is in the form of repayable loans, requiring no payment on principal or interest until you cease to be a full-time student.

B.C. Student Loan Program

Funded by the provincial government, this program provides assistance to full-time students. The assistance offered is in the form of repayable loans, requiring no payment on principal or interest until you cease to be a full-time student.

B.C. Grant

Students enrolled in their first or second year of full-time post-secondary study will be considered for non-repayable grant funds.

Loan Remission

Graduating students may be eligible to have their student loans reduced to \$17,000 for their first degree or diploma. Students must complete a loan remission application after graduation to be considered for remission.

BCSAP Application Deadline

Term of Application	Early Deadline
1995 Fall Semester	June 1, 1995
1996 Winter Semester	Oct. 1, 1995
1996 Summer Semester	Feb. 1, 1996

The final deadline for student loan applications is eight weeks prior to the end of the term of application.

Federal Part-Time Loan Program

Guaranteed loans for part-time students attending Douglas College are available. Students should complete a Part-Time Loan application in the Student Finance Office. Repayment of this loan must commence thirty (30) days after negotiation of the Part-Time Loan.

Adult Basic Education Student Assistant Program (ABESAP)

Students in Developmental Studies, English as a Second Language, Career and Employment Preparation or Basic Occupational Education Programs may apply for a grant through the Adult Basic Education Student Assistance Program (ABESAP) to assist with their educational costs. ABESAP applications are available in the Student Finance Office. Assistance is available for full-time and part-time students. Students should apply for funding after they have registered in courses and before the deadline for fee payment.

B.C. Part-time Student Assistance Program (BCPTSAP)

BCPTSAP is a provincially sponsored program established to give financial aid to part-time students. The emphasis of the program is to aid single parents and mature students. This grant helps needy students with direct educational costs such as tuition, books and supplies. Application forms are available through the Student Finance Office. Students should apply for funding after they have registered in courses and before the deadline for fee payment.

Work-Study Program

Work-Study is a provincially sponsored program designed to provide part-time, career-related work experience for students who have applied for a student loan. Students must qualify on the basis of financial need. Applications for work-study are available in the Student Finance & Placement Office. Work-Study positions are posted on the Student Placement bulletin board (Room 2710) at the beginning of each semester.

Federal Interest Relief Program

The Government of Canada pays the interest on full-and part-time Canada Student Loans on behalf of debtors who are experiencing financial hardship due to inability to find employment or due to temporary disability. Students should contact their savings institution for an application form for Interest Relief or further information.

This program applies to the Canada Student Loan Program only (not applicable to B.C. Student Loans).

Other Government Award Programs

Assistance Program for Students With Disabilities (APSD)

The Assistance Program may provide financial assistance of up to \$10,000 per year for access to post-secondary education. The level of assistance awarded recognizes a student's extraordinary costs of goods and/or services related to a disability which would normally be a barrier to education. For further information contact the Ministry of Skills, Training and Labour, 2nd Floor, 1106 Cook Street, Victoria, B.C. V8V 1X4.

B.C. Athlete Assistance Program

The Athlete Assistance Program is available to assist student athletes with the costs associated with furthering their education. Superior athletes, who are varsity team members, should contact their coach for further information.

B.C. Asia Pacific Students' Award

This program, funded by the Ministry of Skills, Training and Labour, provides scholarships for outstanding B.C. public post-secondary students to permit attendance in a formal and rigorous program of educational study in the Asia Pacific region. The awards are administered through the British Columbia Centre for International Education and adjudicated by a committee representing the British Columbia public post-secondary system. To be eligible the applicant must be a Canadian Citizen or landed immigrant, a B.C. resident and enrolled in full-time study at a B.C. public post-secondary institution. The awards are in various amounts according to the country of study and are intended to be applied towards travel and living expenses. The student's program of study overseas must commence within one year of notification of receipt of an award and must last a minimum of one semester (typically 3 months) but may not exceed twelve months in duration. Individuals who accept these awards are responsible for arranging their own travel, program of study, accommodation, transfer of academic credits and all other details of their stay abroad. Application forms are available from the Centre for International Education and should be submitted to the Centre for International Education. For further information, contact Tad Hosoi at 527-5413 or the B.C. Centre for International Education at 687-2440.

B.C. Cultural Fund

A number of scholarships are available annually to assist in fine arts education and to stimulate advanced studies and professionalism in talented and dedicated British Columbians.

Junior Scholarships - a number of scholarships varying in value (up to \$1,500 maximum) are offered each year for a maximum of four years (upon reapplication each year) for students engaged in full-time study up to, and including, second year of a university and/or community college in a fine arts program. Part of the submission requirements include a portfolio of work completed in the past year. Further information and application forms for the above may be obtained by writing to: Cultural Service Branch, Ministry of Small Business, Tourism and Culture, Parliament Buildings, Victoria, B.C. V8V 1X4 (356-1718).

Canada Council - Grants to Artists

Grants are available to individual artists in all disciplines and specialties, to improve their skills and to give free time for creative activity. For current information and applications write to: Art Awards Service, The Canada Council, 350 Albert Street, P.O. Box 1047, Ottawa, Ontario K1P 5V8

Department of Indian and Northern Affairs Canada

The federal government provides a comprehensive program of financial assistance to Native people who wish to take University or College Entrance Preparation and University/Professional Training Programs at provincial educational institutions. For further information contact your Band or local Department of Indian Affairs Office.

Department of Justice Canada

The Program of Legal Studies for Aboriginal People was set up to encourage Metis and Non-Status Indian students to enter the legal profession by providing financial assistance to enable them to attend law school. Similar financial assistance is available from Indian and Northern Affairs Canada for registered Indian and Inuit students. Five (5) three-year scholarships are available. For information and applications contact: Program Administrator, Legal Studies for Aboriginal People Program, Department of Justice Canada, Ottawa, Ontario K1A 0H8. (613) 957-9583

Department of Veteran Affairs

This bursary is available to children of deceased veterans who were eligible for pension under the Pension Act. Applications should be made within 15 months of secondary school graduation. Applicants must maintain acceptable academic standards to ensure continuation of benefits. Apply to Department of Veterans Affairs, Pacific Regional Office, P.O. Box 5600, Vancouver, B.C. V6B 5G4 Phone: 564-2095

Federal-Provincial Language Programs

Assistance for students planning to take courses in the second official language is available through the Ministry of Education, French Programs Branch, Parliament Buildings Victoria, B.C. V8V 1X4. Phone 356-2524. Programs available include:

Official-Language Monitor Program:
Deadline for application is mid-February

Official-Language Study Fellowship:
Deadline for application is June 16

Summer Language Bursary Program:
Deadline for application is mid-February

First Citizens' Fund Student Bursary Program

B.C. Native Indians enrolled in recognized post-secondary educational institutions are eligible to apply for a bursary based on financial need. Students must be registered in an academic program consisting of a minimum two-year program and must be registered full-time. Student bursary applications must be recommended by a band council or bona fide Native organization. The application deadline is May 31st. For further information and applications contact: Ministry of Aboriginal Affairs, First Citizens' Fund, Program Officer, Student Bursary Program, Parliament Buildings, Victoria, B.C. V8V 1X4.

First Nations Health Careers Bursary Program

Financial assistance is available for Canadian citizens of Native descent who are residents of British Columbia and who are currently enrolled in, or who have been accepted for, admission in any health program offered by the universities, colleges and other post-secondary institutions in the Province. Interested candidates are asked to write for further information to: Native Education Centre, 285 East 5th Avenue, Vancouver, B.C., V5T 1H2. Phone: 873-3761 Fax: 873-9152.

Public Trustee Educational Assistance Fund

Established in 1989 to help former permanent wards of the province, 19 years of age and older to reach their educational goals. Bursaries of up to \$2,940 per recipient are offered each year. For information and applications contact: Office of the Public Trustee, Educational Assistance Fund, #600 - 808 West Hastings, Vancouver, B.C. V6C 9Z9

Terry Fox Humanitarian Award Program

Awards based on a demonstration of the highest ideals and qualities of citizenship and humanitarian service, while in pursuit of excellence in academic, amateur sport, fitness, health or community-related endeavours have been made available by the Terry Fox Humanitarian Award Program. The value of each award is \$4,000 annually. The award is renewable for up to four years or until the first degree is earned. The deadline for the submission of applications, complete with supporting documents, is February 1st. For information and applications contact the Student Finance Office.

Veteran's Administration U.S.

For citizens of the United States, some Douglas College programs are eligible for VA funding.

..... Awards Administered by the College

Application Procedures

Awards, Bursaries and Scholarships are available to students studying at Douglas College. Applications are available in the Student Finance Office.

Deadline Dates

Entrance Scholarships:	April 1
Scholarships:	February 1
Graduation Awards:	May 1

Awards/Bursaries:

Fall Semester:	October 1
Winter Semester:	February 1
Summer Semester:	June 1

Only one application for scholarships and/or one application for awards/bursaries is necessary to be considered for all awards available in that semester.

Types of Awards

Athletic Awards

Douglas College Athletic Awards

The purpose of this fund is to use the interest to provide financial assistance to students that are members of Douglas College Varsity Teams. They must participate in a two-semester sport and be recommended by their coaching staff. Offered in fall and winter semesters. **Applications available through the Athletics Department.**

Entrance Scholarships

A limited number of entrance scholarships are available for students graduating from secondary schools and proceeding to full-time study at Douglas College. Eligible candidates must have achieved a record of academic excellence. Participation in school and community activities will also be considered.

Graduation Awards

A limited number of awards are given in recognition of graduating students who have achieved a record of academic excellence at Douglas College. Applications are required for the following:

- ◆ Certified General Accountants Association of B.C. (CGA) Scholarship
- ◆ Certified Management Accountants Society of B.C. (CMA) Scholarship
- ◆ Institute of Chartered Accountants of B.C. (CA) Scholarship
- ◆ George Wootton Scholarship

Awards

A limited number of awards are available to returning students who have achieved a minimum 3.0 GPA and who have demonstrated financial need. Preference is given to students who have exhausted all other sources of funding, including student loans, and are still in need. Participation in college and community activities is also considered. To apply for awards complete one award/bursary application and return to the student finance office by the appropriate deadline date.

Bursaries

A limited number of bursaries are available to new and returning students demonstrating financial need. Preference is given to students who have exhausted all other sources of funding, including student loans, and are still in need. A minimum 2.0 semester grade point average is required. To apply for bursaries complete one award/bursary application and return to the student finance office by the appropriate deadline date.

Scholarships

A limited number of scholarships are available to returning students who have achieved a record of academic excellence at Douglas College. Students must have completed a minimum of 12 credits at Douglas College with a minimum GPA of 3.5 prior to submitting an application for scholarships. Participation in college and community activities may also be considered. To apply complete one scholarship application and return to the student finance office by February 1st.

Douglas College Dean's List (under review)

Full-time students who have a semester grade point average of 3.5 or more and part-time students who have completed 12 credits or more and have maintained a cumulated and semester grade point average of 3.5 or more will be placed on the Dean's list. This is an academic honour roll and each student will receive a letter of commendation from the Dean. In addition, the list of those honoured will be presented to the College Board and published in College publications.

Many of the awards, bursaries and scholarships are presented at an awards ceremony. Recipients are expected to be in attendance at this event.

Awards

A limited number of awards are available to returning students who have achieved a minimum 3.0 GPA and who have demonstrated financial need. Preference is given to students who have exhausted all other sources of funding, including student loans, and are still in need. Participation in college and community activities is also considered. To apply for awards complete one award/bursary application and return to the student finance office by the appropriate deadline date. The amount of each award is established by the scholarship and bursary selection committee, unless otherwise stated.

1992 BC Games for the Physically Disabled Award

Created from part of the legacy of the 1992 B.C. Games for the Physically Disabled held in Maple Ridge that year, this fund provides awards to disabled students, or those training to enter a field involving work with disabled community members.

ABEABC Achievement Award

An annual \$100 award is offered by the Adult Basic Education Association of British Columbia to a student registered in the Developmental Studies program at Douglas College.

Ayako Elleen Suarez Memorial Award

This fund was established by Ayako's husband, Andres, and her family. The fund provides an award to students in the Douglas College General Nursing program. Eligible

students are also involved in college or community activities, and have a GPA of 3.5.

Betty Emery Award

This endowment was established by the Child, Family and Community Studies department of Douglas College to honour Betty upon her retirement, and to celebrate her working life and her dedication to her students, colleagues and to Douglas College. The recipient will be a student of the Department of Child, Family & Community Studies.

Bruce McMillan Performing Arts Award

Family and friends of Bruce McMillan have established this award in his memory. Candidates of the award are to be chosen from a Douglas College Performing Arts program and will have maintained a high level of proficiency in performance and academic subjects. Selection of the student is made by the Theatre department.

Canwest Publisher's Award

Canwest Publisher established this award to assist students enrolled in the Douglas College Marketing or Business program. Students in the Print Futures program are also eligible. Preference is given to students with an interest or experience in journalism or news-related activities.

Christine Young Award

This fund has been created by Jean Hammer, in memory of her daughter, Christine; and it provides an award to a student in the Early Childhood Education program. The candidate is chosen by the department, and the donor.

Coquitlam Inn Convention Centre Award

This fund has been established by Ron Little, the owner and general manager of the Coquitlam Inn, and is available to Business students. Preference is given to students in the Marketing Management program. Evidence of involvement in college or community activities is required.

Deer Lake IODE Memorial Award

This fund, established by the Deer Lake International Order of the Daughters of the Empire, provides an award to a Canadian citizen enrolled in the first year of a Douglas College general health care program. Eligible students are also active in college or community activities, and preferably reside in Burnaby.

Dorothy Jones Theatre Award

The Dorothy Jones Theatre Award was created to honour Dorothy on the occasion of her retirement by her colleagues from the Theatre department. Dorothy was instrumental in the development of the Theatre program at Douglas College and was employed with the College for almost 20 years. Selection of the student is made by the Theatre department. Preference is given to a second year student of the Theatre program who has completed first year theatre at Douglas College.

Douglas College Alumni Association Award

This fund was established by the Douglas College Alumni Association in 1990 to assist graduating students with their continuing education or professional development. Eligible students have completed 45 or more credits within the university transfer program or have completed a set program of studies at Douglas College.

Douglas College Faculty Association Award

This fund, established by the Douglas College Faculty Association, provides an award to students enrolled in university transfer, academic or career programs. Students must be enrolled in a minimum of nine credits.

Douglas College Nursing Award

This fund, established in 1983, provides an award for a second-year Nursing student.

Douglas College Student Society Award

The Douglas College Student Society provides this \$250 award for returning students in any Douglas College program. Eligibility is based on scholastic standing, citizenship and financial need.

Gussie Macphail Memorial Award

The Royal Columbian Hospital Nurse's Alumni Association provides this annual award, in memory of Gussie Macphail (nurse, supervisor and instructor at Royal Columbian Hospital for 36 years), to a second-year nursing program student.

Hongkong Bank of Canada Business Award

This special anniversary endowment fund has been set up by the Hongkong Bank of Canada to support Commerce and Business Administration students attending Douglas College. Participation in college or community activities is required.

Jean Lownds Andrew Award

The Chi Epsilon Alumnae of the Alpha Iota Sorority created this fund in memory of Jean Lownds Andrew. It provides an award to a student in the field of Business Administration.

Jessie Fenton Canadian Daughters' League Award

This fund was established by the Canadian Daughters' League, and is available to a student in a Douglas College teaching program for people with a disability. Evidence of involvement in college or community activities is also considered.

Julia Ascough Physical Education Award

This fund was created by the Douglas College Physical Education Department, and named in honour and memory of Julia Ascough, a long-time friend of the College and advocate of quality Physical Education in B.C. The award is granted to Physical Education students with a high

academic standing and community, college and athletic participation. Eligible students must have completed a minimum of 30 credits and be continuing their studies at Douglas College or another B.C. post-secondary institution. Selection of the recipients involves the Douglas College Physical Education Department. Application should be made on a Douglas College Physical Education Award application by May 1.

Mary Johnson Memorial Award

This award was established by the staff and faculty of the Psychiatric Nursing department of Douglas College in memory of Mary Johnson and is available to students enrolled in the Psychiatric Nursing program.

Medical Office Assistants' (Chapter 17) Association of B.C. Award

Chapter 17 members of the Medical Office Assistants' Association of B.C. provide this annual award of \$300 to a Douglas College student enrolled in the second semester of the Medical Office Assistant program who has maintained a 3.0 or above average GPA.

Real Estate Foundation Award

This fund, established by the Real Estate Foundation provides bursaries and scholarships to students enrolled in real estate-related courses, and who demonstrate the intention to pursue a career in a real estate-related field. Licensed real estate agents and family members are also eligible.

Registered Psychiatric Nurses' Association of B.C. Award

The RPNABC provides an annual award to a student enrolled in the second year of the Psychiatric Nursing program.

Sharon Moore & Matthew McReady Memorial Award

This fund was established by Ken Moore in memory of his daughter and son-in-law. The award is granted to any Douglas College student, with a GPA of at least 3.5, returning to complete or continue their education, or having experience with distance learning or correspondence education. Volunteer involvement in college or community activities is also considered.

University Women's Club of New Westminster - Anna Mironoff Memorial Award

This fund has been established by the University Women's Club of New Westminster, in memory of Anna Mironoff. This award is offered to a student in a university transfer program who is a resident of Burnaby or New Westminster and who will be going on to complete a degree program at a university. There should be evidence of involvement in college or community activities and a GPA of at least 3.5.

..... Bursaries

A limited number of bursaries are available to new and returning students demonstrating financial need. Preference is given to students who have exhausted all other sources of funding, including student loans, and are still in need. A minimum 2.0 semester grade point average is required. To apply for bursaries complete one award/bursary application and return to the Student Finance office by the appropriate deadline date.

Auxiliary to Sunny Hill Health Centre for Children Bursary

The Auxiliary for the Sunny Hill Health Centre For Children established this fund to recognize the outstanding work in practicums by Douglas College students at the hospital. A student with a disability or training to work with disabled persons, and with satisfactory academic achievement, is eligible to apply.

B.C. Lung Association Bursary

The B.C. Lung Association provides this \$500 bursary to a student in the second year of the General Nursing program.

Bob Holroyd Memorial Bursary

This annual bursary has been awarded since 1985 to a music student at Douglas College, in honour of Bob Holroyd who was a master guitar builder and former consultant to the College's Music department. Preference will be given to a guitar student.

Birks Family Foundation Bursary

The Birks Family Foundation provides this annual bursary to a full-time student pursuing a diploma in any discipline.

CKNW Orphans' Fund Erm Fiorillo Bursary

The CKNW Orphans' Fund established this endowment in honor of a long-time employee of CKNW - Erm Fiorillo. The bursary is awarded to single parents registered in any Douglas College program.

Colonel Burnaby IODE Bursary

The Colonel Burnaby IODE established this bursary to assist a Douglas College student and Canadian citizen enrolled in the second year of the Theatre, Stagecraft, Marketing Management or Child and Youth Care programs. Good scholastic ability or a special aptitude in their chosen field is also required.

Credit Union Foundation Bursary

An annual bursary is provided by the Credit Union Foundation of B.C. for Canadian citizens registered in technical, academic or vocational programs at Douglas College.

Daniel B. Clarke Bursary

The family of Daniel Clarke and the Mainstream Society of Vancouver have established a fund to provide one or more bursaries for students attending Douglas College. Applicants must be enrolled in the Community Support Worker program in a minimum of 9 credits.

Delta Kappa Gamma Society International Bursary, Kathleen Collins Foundation

The Delta Kappa Gamma Society has provided this annual bursary since 1979 to support female students. Its Kathleen Collins Foundation has been named in honor of the first Canadian member of this organization of women educators in 14 countries.

Don H. Radstaak Memorial Bursary

This fund has been established in memory of the late Don Radstaak, a former Adult Basic Education instructor at Douglas College, and provides bursaries to students enrolled in the Developmental Studies program at Douglas College. Students must have completed at least one semester in the program prior to applying. Bursaries will be awarded based on financial need and current standing in the program.

Douglas College Centre for International Education Bursary

The Centre for International Education at Douglas College established this fund to support international students who have completed at least 24 credits at Douglas College with a minimum 2.5 gpa prior to submitting an application for a bursary.

Douglas College Marketing Club Bursary

The Douglas College Marketing Club has established a fund to provide one or more bursaries to students enrolled in Marketing. Candidates must be enrolled in a minimum of nine credits.

Douglas College Women's Association Bursary

This bursary has been established to assist full-time female students who reside in the College region, and who are maintaining a C average or better.

Dr. Phillip Popove Memorial Bursary

The family of Dr. Popove established this endowment in 1987 in his memory to provide support to students enrolled in a minimum of nine credits in the Dental Assisting or university transfer programs at Douglas College. Preference is given to Dental Assisting program students.

Ed Mullins Memorial Bursary

The family of Ed Mullins, along with support from the members of the Rotary Club of New Westminster, established this bursary fund to support students who have completed at least one semester at Douglas College.

Elizabeth Kellie, IODE Bursary

The Elizabeth Kellie Chapter of the IODE established this fund in 1987 to assist Douglas College students who are Canadian citizens with good scholastic ability or a special aptitude in their chosen field. Preference is given to New Westminster Secondary School graduates.

Frank and Emily Griffiths Bursary

Frank and Emily Griffiths established this fund to assist a student in the Douglas College General Nursing program. Preference will be given to single parents.

Frank Wing Memorial Bursary

Adrienne and Caroline Chan, nieces of Frank Wing, established this fund in his memory to support students in social services or social sciences programs at Douglas College. Preference will be given to students of Native Indian or Oriental ancestry.

Gail Smythe Memorial Bursary

The Smythe family established this fund in memory of Gail, a teacher in Adult Basic Education at Douglas and Kwantlen Colleges. The award is made to a Developmental Studies program student.

Gary Dorosh Memorial Bursary

This fund has been established by family, friends and colleagues, in memory of Gary Dorosh, a long-time faculty member of the Economics department at Douglas College. Gary passed away in December 1993. This fund will assist a student enrolled in a Business program at Douglas College (Accounting, Business, Computer Information Systems, Economics, Finance or Marketing).

Gordon and Charlene Gram Bursary

Gordon and Charlene Gram established this fund to provide bursaries for students in nursing or health service fields. Preference is given to single parents.

Grace Wallis Kidd Bursary

Jean Joyce established this endowment in memory of her mother Grace Wallis Kidd to provide bursaries to students in the Home Support Worker program at Douglas College.

Gyro Club of New Westminster Bursary

This fund was established in 1989 to provide financial assistance to students enrolled in any Douglas College program. Preference is given to university transfer students with good scholastic ability.

Health Sciences Bursary

The Health Sciences Department established this award to provide financial assistance for students who have completed one semester in a health sciences program (with a minimum 3.0 gpa) or who are beginning studies in the Long Term Care Aide or Dental Programs.

ICL Services Bursary

The ICL Services Bursary is presented in memory of Marianne Brown, a manager of the food service operations at Douglas College. Marianne blessed the staff and students of Douglas College with her sparkling personality and caring attitude.

IWA and Community Credit Union, Frank Lefebvre Memorial Bursary

This annual \$500 bursary is awarded to students who are active members of the IWA and Community Credit Union, and are enrolled in a minimum of nine credits at Douglas College.

IWA and Community Credit Union, Gail Worthington Memorial Bursary

This annual \$500 bursary is available to Douglas College students who are active members of the IWA and Community Credit Union, and are enrolled in a minimum of nine credits.

Joseph and Anna Jetter Bursary

Joseph and Anna Jetter established a fund to provide support for full-time students enrolled in a minimum of nine credits attending Douglas College.

Kinette Club of New Westminster Bursary

The New Westminster Kinette Club, through special projects, events and activities of their members, established this fund to assist Douglas College students. Preference is given to female students entering a field of community studies.

Kiwanis Club of White Rock Bursary

The Kiwanis Club of White Rock provides two \$500 bursaries: one to a General Nursing student and one to a Psychiatric Nursing program student at Douglas College. Candidates must have successfully completed at least two semesters in their program, with preference given to single parent students from the White Rock/Surrey area.

Leonora Hutchinson Resident Care Attendant Bursary

Nenagh Hanly, Dr. Sheilah Thompson and Leonora Dunse created this endowment in honor of their mother. Bursary support is provided to female students enrolled in the Resident Care Attendant program.

Maple Ridge Branch #88, Royal Canadian Legion Bursary

In 1988 the Maple Ridge Branch of the Royal Canadian Legion established this fund to assist residents of Maple Ridge or Pitt Meadows studying at Douglas College.

Margaret Gartside Memorial Bursary

This fund was established by Bill and Gerry Gartside to assist a student in the Douglas College General Nursing program.

Margaret Meagher Memorial Bursary

In memory of Margaret Meagher, a founding faculty member of the Chairside Dental Assistant program at Douglas College, this fund has been established by her colleagues, friends and family. Margaret died suddenly in February 1994. This endowment fund will assist a student enrolled in the Dental program at Douglas College.

P. E. O. Chapter B Bursary

Established by Chapter B, PEO, the candidates for this bursary should be women students enrolled in a Douglas College program. Preference should be given to women having lived in the New Westminster area for the past five years, and returning to pursue an education after some time in the work force or with their family.

Paramount Studios Performing Arts Bursary

Paramount Studios established this fund after their filming of *Jennifer 8* at Douglas College, to support a Douglas College Performing Arts program student.

Pat Isert Memorial Bursary

The Isert family and the Port Coquitlam Womens' Centre established this fund in 1979 in memory of Pat Isert, to assist a female student who is a resident of Port Moody, Coquitlam or Port Coquitlam, and enrolled in a vocational or career program at Douglas College.

Patricia Sanderson Bursary

The family of Patricia Sanderson established this fund in her memory, to assist a disabled student from any Douglas College applied or academic program. The candidate should have satisfactory standing in work completed.

President's Endowment Bursaries

Undesignated and unrestricted donations to the Douglas College Foundation's student aid endowment funds are recorded in the President's Fund. The interest revenue from this fund is used to provide bursaries and scholarships to deserving Douglas College students.

Rotary Club of New Westminster Bursary

The Rotary Club of New Westminster established this fund to assist Douglas College students in any field of study. Preference is given to students with good scholastic ability.

Royal City Jewellers Bursary

Royal City Jewellers provides this annual bursary to a Douglas College student.

Scott Glabus and Cheryl Bayntun Bursary

The Scott Glabus and Cheryl Bayntun Bursary has been established by the families of Cheryl Bayntun, Scott Glabus and the ESL department of Douglas College to assist Douglas College students enrolled in a minimum of nine credits. Preference is given to refugees, landed immigrants and then Canadian citizens, currently in 200 level ESL courses or higher (having completed 100 level ESL courses at Douglas College).

Social Services Employees' Union, Local #3 Memorial Bursary

The Vancouver Municipal Employees Union established this bursary to assist students enrolled in the Community Social Service Worker, Early Childhood Education and Child Care Counsellor programs. Eligible students will have good academic standing.

United Properties & Canadian Home Builders' Association Bursary

This fund has been established by United Properties, the Canadian Home Builders' Association and the Residential Construction Institute to assist students attending Douglas College.

University Women's Club of New Westminster Bursary

The University Women's Club of New Westminster established this fund in 1980 to assist a student enrolled in at least nine credits at Douglas College. Preference will be given to female students.

W.E. Arthur Mercer Bursary

This fund was established through a bequest from the late W.E. Arthur Mercer, a member of the founding board of Douglas College. The award is for a student in their second year of the General Nursing (RN) program. Selection for the bursary will be based on financial need.

Wescan DB2, SQL/DS Users Group Bursary

This fund was created by WESCAN DB2, SQL/DS Users Group to assist students enrolled in the Computer Information Systems program at Douglas College.

Westminster Credit Union Bursary

The Westminster Credit Union provides this annual bursary to support a first year student majoring in Business Administration.

Women's Equality Bursary

The Ministry of Women's Equality of the B.C. Government provides this annual bursary to support female students enrolled in full or part time programs in women's studies, related course work, or fields in which women have not traditionally sought post-secondary training - leading to a degree, diploma or certificate.

Scholarships

A limited number of scholarships are available to returning students who have achieved a record of academic excellence at Douglas College. Students must have completed a minimum of 12 credits at Douglas College with a minimum GPA of 3.5 prior to submitting an application for scholarships. Participation in college and community activities may also be considered. To apply complete one scholarship application and return to the Student Finance Office by February 1st.

Arts Council of New Westminster Scholarship

The Arts Council of New Westminster established this fund in 1988 to provide one or more performing arts scholarships to students attending Douglas College.

B.C. Hydro Scholarship

This scholarship is available to a student with a minimum 3.75 GPA in any environmentally related course. The applicant should have good written skills and demonstrate a balanced lifestyle with evidence of community involvement. The successful applicant should be committed to the protection of the environment and efficient and safe use of electricity.

B.C. Tel Awards

B.C. Tel provides annual scholarships totalling \$1,250 to Douglas College students: two \$250 awards to academic transfer students, \$250 to a student in a two year career program, \$250 to a student in a less than two year career program, two \$125 awards to part-time students in any program.

Bill Hill Family Scholarship

The family of Bill Hill, a local New Westminster businessman, created this fund to provide scholarships for second year Douglas College students. The recipients must display evidence of entrepreneurial activities and participate in community activities.

Canadian Information Processing Society Scholarship (CIPS)

The Vancouver Section of the Canadian Information Processing Society (CIPS) provides two annual scholarships: \$350 for the winner and \$150 to the runner-up. The winner and runner-up also receive a one-year membership in CIPS. Candidates should be currently enrolled in the CIS co-op program, preferably in the latter portion of the program, have a GPA of at least 3.0, have better than average written and verbal communication skills, and be active in student and community affairs or demonstrate a variety of outside interests. Applications should be submitted by December 1.

Centaur Products Sports Scholarship

This scholarship is made possible by Centaur Products Inc. and distributed to a deserving athletic student at Douglas College.

Chestnut Music Scholarship

The Douglas College Music department established this scholarship from the Laura Chestnut Memorial Endowment. The award goes to a student in either the second or third semester of the University Transfer program who has demonstrated excellence in theory and/or history and who has maintained a satisfactory standing in the performance subjects. The award is to be applied toward further music studies at Douglas College. No application is required; selection is made by the music faculty.

Data Processing Management Association Scholarship

The Vancouver Chapter of the DPMA has made a \$100 scholarship available annually to a student enrolled in second year of the Computer Information Systems program.

David Peterkin Memorial Music Scholarship

The Douglas College Music department established this fund in memory of David Peterkin, a former faculty member. This award goes to a full-time student in the Basic Musicianship program who combines excellence in performance and academic music subjects. The scholarship must be applied toward further music studies at Douglas College. No application is required; selection is made by the music faculty.

Douglas College Biology Scholarship

The Douglas College Biology department established this fund to promote academic excellence amongst biology students and recognize outstanding achievement in a difficult subject area. One award is given to the student with the highest grade in the final exam in Biology 110 and another to the person with the highest grade in final exam in Biology 210. Selection of the successful candidate will be made by the department, no application is required.

Douglas College Board Scholarship

The Douglas College Board Scholarship was established to provide an award to Douglas College students with a minimum GPA of 3.5. Students should be on the Dean's List, as well as demonstrating excellence in their studies.

Douglas College International Education Scholarship

Two scholarships are available to returning international students who have achieved a record of academic excellence at Douglas College. Students must have completed a minimum of 24 credits at Douglas College with a minimum GPA of 3.5 prior to submitting an application for scholarships.

Douglas College Student Society Endowment Scholarships

As one of the founding partners for the Douglas College Foundation, the Student Society originated the student aid endowment program with this fund. Scholarships are available each year to deserving students.

Dr. G. Herald Keefer Music (Organ) Scholarship

This scholarship was established by Dr. Keefer, an organ builder and composer, and is available to an organ student in either the Basic Musicianship or University Transfer Music program at Douglas College. The successful recipient must have a satisfactory standing in the music academic subjects and must use the award for further music studies at Douglas College. No application is required; selection is made by the music faculty.

Henry Waack Music Scholarship

Henry Waack, a member of the Music faculty since 1970 and recently retired, initiated this fund to assist a Douglas College Music student. Preference is given to very promising students with an excellent record in the performing and academic parts of the program (a minimum GPA of 3.75 is required). The award must be applied toward further music studies at Douglas College. No application is required; selection is made by the Music faculty.

Jack Ferguson Memorial Scholarship

The Douglas College Criminology department created this fund in memory of Jack Ferguson, a long time faculty member who was instrumental in establishing the Criminology program at the College. The recipient is preferably a Criminology student and active in the community.

Ken McGlinchey English Scholarship

The family of Ken McGlinchey and the Douglas College English and Communication Department established this award in memory of Ken McGlinchey, a member of that department from 1971 to 1987. He will be remembered for his excellence as an instructor and commitment to the field of Canadian Literature. Candidates will have completed Canadian Literature and at least one other literature course at Douglas College with first class standing and should be enrolled in at least one more second level literature course.

Kiwanis Club of New Westminster Scholarship

The Kiwanis Club of New Westminster established this fund to provide scholarships to full-time Nursing program students at Douglas College. Preference is given to graduates of New Westminster Senior Secondary.

Len Whiteley Memorial Music Scholarship

The Douglas College Music department established this fund in memory of Len Whiteley, a former faculty member. Preference is given to a brass player and, alternately, to

any member of the concert band who will be continuing with second year music studies at Douglas College. The successful recipient must have a satisfactory standing in the music academic subjects. No application is required; selection is made by the Music faculty.

M.H. (Bill) Morfey Scholarship

This fund was established in 1988 by friends, family and local corporations in honor of the retirement of Bill Morfey, who was a part of Douglas College for more than 20 years. In January of 1990 he passed away. Candidates for this scholarship must be active in college and community activities.

Mary Fewster Memorial Nursing Scholarship

Mrs. Lillian Fewster and the Douglas College General Nursing department created this award in 1987 in memory of Mary Fewster, a founding member of the Douglas College General Nursing Program and its director from 1981 through 1986. Candidates are enrolled in semester 6 of the General Nursing program and can demonstrate evidence of commitment to nursing supported by two letters of reference from clinical nursing instructors which document the student's performance in two areas: excellence in clinical objectives related to professional behavior and interpersonal communications with patients and staff; and above average abilities in meeting remaining clinical objectives.

Momoyama Gakuin (St. Andrew's) University Endowment Scholarship

This fund was established by the Momoyama Gakuin (St. Andrew's) University and the Douglas College Centre for International Education. It provides two scholarships. One scholarship is available to a returning international student who has achieved a record of academic excellence in one of the following combinations of the first year Modern Language courses: Chinese MODL 191 and 192, French MODL 101 and 102, German MODL 131 and 132, Japanese MODL 171 and 172, Spanish MODL 151 and 152. The other scholarship is available to a returning Canadian or landed immigrant student who has achieved a record of academic excellence in the combination of the first year Japanese Language courses MODL 171 and 172).

Moriguchi City/New Westminster 30th Anniversary Scholarship

The cities of Moriguchi and New Westminster and the Boards of Douglas College and New Westminster Secondary School inaugurated this endowment in 1993. A scholarship is available to a returning Canadian or Landed Immigrant student who graduated from New Westminster Secondary School and has achieved a record of academic excellence at Douglas College. The student must have completed a minimum of 24 credits at Douglas College with a minimum GPA of 3.5 prior to submitting an application for scholarship.

Shirafuji Academy Scholarship

Shirafuji Academy Scholarship has been established by the Shirafuji Academy in Nara, Japan. A scholarship is available to a returning Canadian or Landed Immigrant student who graduated from School District #42 (Maple Ridge, Pitt Meadows School District) or to a student studying at the Thomas Haney Centre. The student must have completed a minimum of 24 credits with a minimum 3.5 GPA at Douglas College prior to submitting an application for scholarship.

Shirley and Muni Evers C.M. Scholarship

Shirley and Muni Evers provide this annual \$100 scholarship to students who have demonstrated a commitment to, and participation in, civic affairs.

Silverman Music Scholarship

Robert and Ellen Silverman created this fund to provide a scholarship award for the most outstanding performer in any of the Music programs. No application is required; selection is made by the Music faculty.

Sylvia Perry English Studies Scholarship

The Douglas College English department established this scholarship in honour of Sylvia Perry, a former English instructor at Douglas College, to award the student with the highest average English mark of all students who have completed at least one second-year English course at Douglas College during the previous academic year, after having achieved first-year English standing at the College. No application is required.

Valleyview Local 102 Union of the UPN Scholarship

This book award has been established by the Valleyview Local 102 Union of the UPN to recognize graduating level 6 Psychiatric Nursing students at Douglas College. The recipients should demonstrate clinical and academic excellence in the area of geriatrics and a career interest in gerontology.

VSE Business Excellence Scholarship

A \$425 scholarship is provided by the Vancouver Stock Exchange to a student enrolled in a business, finance or computer program with a GPA of 3.75. Preference is given to students in the final year of the Commerce and Business Administration diploma program.

Walter G. Robertson Memorial Music Scholarship

The Douglas College Music department established this fund in memory of Walter G. Robertson, a former faculty member. The award goes to a student in the University Transfer program who combines excellence in performance and academic music subjects and must be applied to second-year university transfer music studies at Douglas College. No application is required; selection is made by the Music faculty.

Entrance Scholarships/Awards

A limited number of entrance scholarships are available for students graduating from secondary schools and proceeding to full-time study at Douglas College. Eligible candidates must have achieved a record of academic excellence. Participation in school and community activities will also be considered.

CJP Architects Scholarship

CJP Architects, and the partners involved in the firm, established this fund as part of the inauguration of the Thomas Haney Centre in Maple Ridge. Scholarships are awarded to graduates from the Thomas Haney Centre Secondary School entering Douglas College. The application deadline is April 1.

Coquitlam 1991 B.C. Summer Games Award

This fund was created as part of the legacy provided by the 1991 B.C. Summer Games, held in Coquitlam. The award is available to a graduate of Centennial High School, with a minimum GPA of 3.0 in all grade 11 and 12 courses (a high school transcript must be attached to the application). There should be evidence (a letter of recommendation) of involvement in college or community athletic activities. The application deadline is April 1.

Douglas College Music Scholarships

Two scholarships will be awarded to students entering full-time Music programs at Douglas College. The awards will be based upon demonstrated achievement and potential at the auditions in May and presume acceptable theory entrance standings.

Moriguchi City/New Westminster 30th Anniversary Scholarship

The cities of Moriguchi and New Westminster and the Boards of Douglas College and New Westminster Secondary School inaugurated this endowment in 1993. An entrance scholarship is available to a Canadian or Landed Immigrant Student who graduated from New Westminster Secondary School with a record of academic excellence. Application deadline is April 1.

President's Entrance Scholarships

Eight scholarships per year are offered to students entering Douglas College directly from high schools in the college region (New Westminster, Burnaby, Coquitlam, Port Coquitlam, Port Moody, Maple Ridge, Pitt Meadows) who have a GPA of 3.5 or better (81.5 percent average in high school) and who make significant contributions to school or community activities. The scholarship will be valued at tuition fees for the program year and may be renewed to permit completion of the program. Applicants should be nominated by the school and the school principal. Application deadline is April 1.

Royal Visit 1983 Scholarship

The City of New Westminster established this scholarship fund to commemorate the 1983 Royal Visit to New Westminster. Candidates must have graduated from a high school in the Douglas College region (New Westminster, Burnaby, Coquitlam, Port Coquitlam, Port Moody, Maple Ridge, Pitt Meadows), have good academic standing and be active in school or community activities. Apply by April 1.

United Association of Plumbers & Pipefitters, Local 170 - Entrance Scholarships

Two \$300 scholarships are offered annually to secondary school graduates entering first year of any community college in B.C. directly from high school. Applicants must be sons, daughters or legal dependents of a member of the United Association of Plumbers and Pipefitters, Local 170. The application deadline is April 1.

Graduation Awards

A limited number of awards are given in recognition of graduating students who have achieved a record of academic excellence at Douglas College. Applications are required for the following:

Certified General Accountants Association of B.C. (CGA) Scholarship;

Certified Management Accountants Society of B.C. (CMA) Scholarship;

Institute of Chartered Accountants of B.C. (CA) Scholarship;

George Wootton Scholarship

Addison-Wesley Book Award

This award is a book supplied by the Addison-Wesley Publishing Company. It is awarded to a graduating student in the Psychiatric Nursing program who has attained at least a 3.89 GPA and who has demonstrated outstanding service to the class and the community. The student is nominated by his/her fellow students.

Certified General Accountants Association of British Columbia (CGA) Scholarship

One continuing education scholarship, a \$600 waiver of the student's first year tuition on the CGA program, is offered to graduates of the two-year Accounting Management program at Douglas College. Apply by May 1.

Certified Management Accountants Society of B.C. (CMA) Scholarship

A scholarship of \$500 remission of CMA fees upon enrolment with the society will be granted to the graduating student with the highest average standing in accounting 320 and 420. Apply by May 1.

George Wootton Scholarship

Scholarships in honor of George Wootton, the first president of Douglas College, are made available to graduating students in any program who have shown superior scholastic ability and significant participation in college or community activities. Candidates must be nominated by a student, staff or faculty member and nominations must include a letter of recommendation giving the reasons for the nomination. Apply by May 1.

Governor General's Medal

A silver medal, presented by His Excellency, the Governor General of Canada, is awarded annually to a Douglas College student. Although no monetary value is attached to the award, it is considered the highest academic honour the College can bestow. Normally, it is awarded to the student who, in the opinion of the selection committee, has attained the highest academic standing in the graduating year. No application is required.

Institute of Chartered Accountants of B.C. (CA) Scholarship

A \$300 award is available to a student in the graduating year of a University Transfer program, specializing in an accounting program. This award is given in recognition of academic achievement. Apply by May 1.

Lieutenant-Governor's Award

A silver medal, presented by his excellency the Lieutenant-Governor of British Columbia is awarded annually to a Douglas College student. Although no monetary value is attached to this award, it is the highest academic award in a program of one year or less. The award is presented to a student who has the highest academic achievement completing a citation or certificate program. No application is required.

Richard Strong Memorial Award

This award has been created in honor of Richard (Dick) Strong, a founding member of the Registered Psychiatric Nurses' Association of B.C. and the first president of the Psychiatric Nurses Association of Canada from 1952 to 1956. The award is made to a graduating student in the Psychiatric Nursing program achieving the highest academic standing during his/her course of studies. No application is required.

Schiller, Coutts & Weller Scholarship

Schiller, Coutts & Weller, a local legal firm have established this fund to provide a scholarship to the student with the best academic record following the completion of the Administrative Management program. The candidate must have completed Business 451, with at least a B average. No application is required.

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Program Descriptions



Diploma & Certificate Programs

As part of college and community recognition of achievements in the Arts, Commerce and Business Administration, Criminology, Sciences and General Program areas, Douglas College grants diplomas to students who successfully complete graduation requirements. Depending upon their achievements and interests, students may elect to apply for a diploma in one of these areas: Commerce and Business Administration, Criminology, Early Childhood Education, Performing Arts, Print Futures: Professional Writing, and General Studies which may include a combination of university transfer and non-transferable courses.

Post-secondary institutions were recently granted the right to award Associate Degrees. These degrees represent two years of university transfer work. Specific courses and credits are provincially approved in qualification for the award. Degrees that are currently available are an Associate Degree in Arts or an Associate Degree in Science. For specific information on the requirements, please consult the Program section of this Calendar.

Because many students do not have well-defined career objectives, the Department of Commerce and Business Administration has designed certificate, diploma, and university transfer programs to provide maximum flexibility. The programs are designed to serve the needs of full-time students as well as part-time students who may be actively engaged in the professional and business communities.

In order to meet the requirements of these diplomas and the requirements of the universities, a detailed program of study should be worked out in advance and in consultation with an Academic Advisor. In order to be eligible for a Douglas College diploma or certificate, at least fifty percent of the credits required for graduation must be completed at Douglas College.

Transfer agreements have been arranged with the University of British Columbia, the University of Victoria, Open University, and Simon Fraser University, University of Northern B.C., Trinity Western University, University/College of the Fraser Valley, Malaspina University College, Okanagan University College and University College of the Cariboo. Transfer to universities outside B.C. is also possible. Upon completion of a College diploma or degree, students are normally eligible to enter university programs at the third-year level. Students who have not completed a diploma program may also transfer to university.

Note: For further information on transfer credit and transfer procedures, please contact an Academic Advisor through Student Services.

Academic Studies

Certificate Program

The Certificate in Academic Studies recognizes the achievement of students who study on a part-time basis. Students may apply for this certificate upon completion of a minimum of 30 transferable credits provided that at least two courses have been completed from the English or Communications disciplines and that courses have been completed in at least three different disciplines. The certificate is of interest to seniors and those working full-time while pursuing their studies.

Academic Women's Studies

Academic Women's Studies courses are part of the regular offerings of the designated disciplines and may be used as part of the regular university degree programs. Taken separately or in a package, these courses are offered for persons interested in:

- ◆ developing an awareness of general concerns of women, both historic and current
- ◆ broadening their knowledge of the psychological, sociological, economic and other factors which contribute to women's roles in contemporary society
- ◆ encouraging and appreciating the contribution that women have made and increasingly make to formal knowledge

Course	Descriptive Title	Credits
EN 102	Thematic Approaches to Western Literature	3
HIST 260	Women in Canadian History 1600 - 1920	3
HIST 261	Women in Canada 1920 to present	3
PSYC 110	Social Issues: Psychology of Women	3
SOCI 240	Role of Women in Society	3
PSYC 120	Special Topic: Gender Issues	3

Associate in Arts Degree Program

The Associate in Arts recognizes the achievements of students in the areas of academic studies. Students may apply for the diploma upon successful completion of a minimum of 60 university transferable credits.

The Associate in Arts Degree is granted after completion of:

1. Six (6) semester credits in first-year English; and
2. Eighteen (18) semester credits in first-year Arts other than English, of which six (6) credits shall be in the Social

Sciences, and six (6) credits in Humanities including the Creative and Performing Arts. No more than six (6) credits shall be in any one subject area; and

3. Eighteen (18) semester credits of second-year Arts in two or more subject areas; and

4. Nine (9) semester credits in Sciences, which must include three (3) semester credits in Mathematics or Statistics, and three (3) semester credits in a Laboratory Science; and

5. Nine (9) semester credits of first or second-year courses.

Upon completing the requirements for the Associate in Arts Degree, students may enter university at the third level in a discipline in which they have completed the appropriate first-and second-year courses.

This Associate in Arts Degree also improves job opportunities for those who choose to complete their post-secondary education at Douglas College.

Students who started the Diploma in Arts prior to September 1992 can still qualify for the Diploma in Arts provided they complete all graduation requirements by the end of April 1994.

..... Associated in Arts Degree (Environment Studies) (Limited Enrolment)

The Associate in Arts Degree with an emphasis on Environmental Studies consists of a series of university transfer courses from which students can select any combination that fulfils basic Associate in Arts Degree requirements. This Associate Degree will be of interest to:

- ◆ anyone with an interest in the environment
- ◆ anyone who wants to know about the Earth and how it functions
- ◆ anyone who has wondered about issues like *environmental citizenship, global warming, environmental law, social inequality and environment or ozone depletion*.
- ◆ anyone who questions how humans interact with the Earth.

Fulfilling an interest in Environmental Studies by completing an Associate Degree confers three fundamental advantages.

- i. The Associate Degree is a complete degree in its own right, standardized across the province and recognized in legislation.
- ii. An Associate Degree holder gains preferential university transfer to SFU over students with a higher GPA, 60 transfer credits, but no Associate Degree.
- iii. The Associate Degree gives the option of moving on to a university-level environmental program with transfer credits from Douglas College for many of the required elements of that program.

Details on the Associate of Arts Degree with an emphasis on Environmental Studies are listed in pamphlets available at Student Services, the Registrar's Office and other locations on campus. The following is ONE example of how courses might be structured into an Associate Degree with an environmental focus. Other combinations are possible. Students should consult the pamphlets for details.

Semester #1

Engl 130 - Academic Writing

Geog 120 - Introduction to Earth Sciences

Geog 130 - Human Impact on the Environment

Idst 102 - Perspectives on the Environment

Phil 101 - Effective Thinking

Semester #2

Bil 110 - Principle of Biology: The Biosphere

Engl 102 - Major Themes in Literature

Geog 110 - Weather and Climate

Phil 123 - Environmental Ethics

One of Soci 125, 135 or 145 as prereq. for Soci 270.

Semester #3

Crim 180 - Introduction to Environmental Law

Geog 170 - Cartography

Geog 220 - Geomorphology

Math 160 - Introduction to statistics

Soci 270 - Society and Environment

Semester #4

Anth 170 - Anthropology in Developing Countries

Geog 210 - Climatology

Geog 230 - Biogeography

Any two other second-year courses for which students have prerequisites.

..... Associate in Science Degree

The Associate in Science degree recognizes the achievements of students who take a comprehensive range of first- and second-year university transferable courses in the areas of Science and Mathematics. Students may apply for the degree upon successful completion of a minimum of 60 university transferable credits. A minimum of a C grade is required for each course counting towards the credential; the overall GPA obtained must be at least 2.0.

The degree is granted after completion of:

- 1) Six (6) semester credits in Calculus; and
- 2) Eighteen (18) credits in first year Science, of which no more than six (6) credits shall be in any one subject area; and

- 3) Eighteen (18) semester credits in second year Science and Mathematics in two or more subject areas; and
- 4) Six (6) semester credits in first-year English; and
- 5) Six (6) semester credits in Arts other than English; and
- 6) Six (6) semester credits of first or second year courses.

Upon completing the requirements for the Associate in Science degree, students may enter the third year of studies at British Columbia universities in the disciplines for which they have successfully completed the appropriate first and second year level courses.

The Associate of Science Degree also improves job opportunities for those who choose to complete their post-secondary education at Douglas College.

Students who started the Diploma in Science prior to September 1992 can still qualify for the Diploma in Science provided they complete all graduation requirements by the end of April 1994.

Associate of Science (Limited Enrolment)

This is a more rigorous form of the Associate in Science. Enrolment will ensure reserved seats in the first- and second-year university transfer courses offered.

It is available to students who have the prerequisites indicated below and who wish to study on a full-time basis.

To remain in this course of studies a student must maintain a minimum cumulative GPA of 2.5.

Prerequisites

Successful completion of B.C. high school graduation or equivalent, including:

- 1) Completion of Math 12 (Algebra 12) or equivalent with a grade of B or better.
- 2) Completion of English 12 with a B or better or recommendation for English 130 or better on the Douglas College English Writing Assessment test.
- 3) Completion of Chemistry 12 or equivalent with a 5 (or completion of Chemistry 11 with a grade of A).
- 4) Completion of at least Physics 11 or equivalent with a grade of C or better.

Students enrolling for the 1995 Fall Semester will be registered in the following courses: BIOL 110, CHEM 110, MATH 120, PHYS 107 or PHYS 110, and ENGL 130 or a literature course.

Application Deadline

Students wishing admission to this course of studies for the Fall semester, 1995, must apply no later than May 12. Applicants still attending high school will be conditionally accepted pending proof of prerequisite completion once final high school transcripts are received.

Basic Occupational Education Program

Please refer to page 10 for more program information.

The Basic Occupational Education Program (BOCE) provides vocational skill training to adults who have special learning needs and who would unlikely be successful in completing traditional skill training courses.

BOCE programs are continuous entry, individualized, and self-paced. Applicants must have an individual interview to determine suitability. Enrolment is limited.

The program relies on specialized training techniques to prepare students for competitive employment. On campus training takes place in laboratories and classrooms. Students who have mastered the required competencies are placed in one to three practicum sites for continued training. Practica are usually four weeks in duration.

Upon completion of program requirements, students receive a citation in their area of study.

Food Services Option

In this option, students are trained to perform entry level food service tasks including:

- ◆ Dishwashing
- ◆ Pot Scrubbing
- ◆ Bussing
- ◆ Kitchen Maintenance

Students may also have the opportunity to learn basic food preparation and customer service duties. Food Services students are trained on campus in the college cafeteria. Practicum sites include a variety of food service facilities, in geographic areas served by the College.

Electronic Assembly Option

Students in the Electronic Assembly Option receive training that enables them to work in entry level assembly positions in electronics and related industries. The range of skills taught varies for each student, but typically includes:

- ◆ Component Preparation
- ◆ Board Assembly
- ◆ Soldering
- ◆ Cable Preparation
- ◆ Hardware and General Assembly

Practica provide continued training and work experience opportunities through the application of learned skills in manufacturing firms throughout the Lower Mainland.

Records Processing (Micrographic Services) Option

The skills taught in this option will provide students with the training required to obtain entry level employment in the records processing and micrographics industries.

Students will learn:

- ◆ Document Preparation
- ◆ Microfilming camera operations
- ◆ Microfiche duplication and creation
- ◆ Records and File processing

Students will also have the opportunity to learn related entry level clerical skills such as basic typing, filing, photocopying, and routine data entry.

After completion of on-campus training, students gain work experience through participation in practica. Practicum sites are available through a variety of companies that specialize in records processing, as well as organizations with entry level clerical duties, throughout the Lower Mainland.

Business Management Programs

The programs include a Diploma in Commerce and Business Administration, Accounting Management, Administrative Management, Computer Information Systems, Financial Services Studies Program, General Business and Marketing Management. They require completion of 60 credits of specified course work. The programs provide an introduction to the environment, practices, and underlying principles of business.

In five of the programs, (Accounting, Administrative Management, Computer Information Systems, Financial Services Studies Program and Marketing), students learn the basic principles of business in ten (10) core courses, which are taken in addition to specialized studies that are relevant to their chosen professional field. These programs integrate theory and practice.

The Business Management Diploma Programs include a number of courses with a prerequisite of academic Math 11 or an equivalent. Students are encouraged to complete academic Math 11 before starting these programs. Students are also encouraged to make an appointment with the respective convenor or business coordinator to discuss program planning and curriculum advice.

Note: To complete the two-year programs in four semesters (excluding the summer), it is necessary to commence the programs in September. Many students, due to work or other commitments, choose to complete the programs over more than four semesters. Some attend on a part-time basis.

The following core courses are a common requirement of the specialized diploma programs. They need not be taken in a set order except where one course is a prerequisite for another.

Core-Business Management Diploma Program

Course	Descriptive Title	Credits
ACCT 110	Principles of Accounting I	3
ACCT 210	Principles of Accounting II	3
BUSN 210	Management Essentials	3
BUSN 320	Business Law I	3
BUSN 330	Business Mathematics	3
BUSN 470	Business Simulation	3
CISY 110	Introduction to Computers	3
CMNS 115	Workplace Writing III	3
ECON 101	The Canadian Economy	3
MARK 120	Introductory Marketing	3

Note: 1. General Business, Accounting, and Administrative Management do not require all these courses.

2. Accounting students substitute ECON 150 & 250 for ECON 101.

Accounting Management

Diploma Program

There is a steady demand for accountants with professional qualifications. The Douglas College program provides training needed to enter this field. Students who successfully complete the program are eligible for a Diploma in Accounting Management. This program matches the content and standards of various courses offered by the professional accounting bodies of the Certified General Accountants' Association, the Certified Management Accountants' Association, and the Institute of Chartered Accountants.

Successful completion of the diploma program can lead to exemptions up to a complete third year leading to the CGA and CMA designations.

Students who are interested only in bookkeeping should consult the Office Administration section of this calendar.

Co-operative Education Option

Students enrolled in this program may be eligible for a Co-operative Education designation. Co-operative Education involves alternating academic and work terms. Work experience obtained during Co-operative Education work placements may be applied toward the experiential requirement for the CGA and CMA designation.

Note: For information see Co-operative Education in this calendar, or contact the Co-operative Education office at 527-5100.

Employment Opportunities

A graduate of the two-year Accounting Management program is equipped for a junior management position in the accounting department of a small to medium sized firm. Such a position may lead to the management of the financial affairs of the organization such as general accounting, financial management, cost accounting, internal auditing, and accounting information systems.

After graduation and while employed, a graduate may enrol in a further three-year academic program with the Certified General Accountants' Association, the Certified Management Accountants' Association or the Institute of Chartered Accountants.

Admission Requirements

General Douglas College admission requirements apply to this program. Students with work experience may also be considered. Because academic Math 11 is a prerequisite to many courses offered in the Accounting Program, applicants should complete academic Math 11 prior to beginning the program.

Commencement Date and Application Deadline

Students may begin classes in September, January, or May. It is advisable to apply as early as possible.

Program Duration

The Accounting Management Program is a two-year program. In order to complete the program in four consecutive semesters (excluding the summer), it is necessary to begin in September. Many full-time students, however, choose to take longer to complete the program. This program may also be taken on a part-time basis.

Program Requirements

Semester I

Course	Descriptive Title	Credits
*ACCT 110	Principles of Accounting I	3
*BUSN 320	Business Law I	3
*BUSN 330	Business Mathematics	3
*CISY 110	Introduction to Computers	3
*CMNS 115	Practical Writing	3
		15

Semester II

*ACCT 210	Principles of Accounting II	3
ACCT 220	Computerized Accounting	3
*BUSN 210	Management Essentials	3
BUSN 420	Business Law II	3
BUSN 430	Business Statistics	3
CISY 200	Information Systems	3
		15

Semester III

ACCT 310	Accounting Theory I	3
ACCT 320	Managerial Cost Accounting I	3
BUSN 350	Personnel Practices & Administration/	
BUS 420	or Business Law II	3
ECON 150	Principles of Microeconomics	3
FINC 340	Fundamentals of Financial Management	3
		15

Semester IV

ACCT 410	Accounting Theory II	3
ACCT 420	Managerial Cost Accounting II	3
*BUSN 470	Business Simulation	3
ECON 250	Principles of Macroeconomics	3
*MARK 120	Introductory Marketing	*3
		15

* Core Courses

Transfer to Professional Accounting Associations

Students who plan to transfer to professional accounting bodies (such as Certified General Accountants of B.C., Chartered Accountants of B.C., Certified Management Accountants' Association, or Accounting Technologist Professional Program) are advised to contact the receiving body to confirm current program equivalencies prior to registration in Douglas College courses.

Transfer to the Bachelor of Arts in Administrative Studies, Open University

The Accounting Management Diploma program receives a minimum of 45 credits of block transfer towards the Bachelor of Arts in Administrative Studies program. The block transfer credit awarded is lower-level credit and cannot be applied to the upper-level requirements of the degree. The upper-level courses from which the student has been exempted must be replaced by other upper-level courses. To complete the requirements for the degree, the student must have a total of 120 credits, including 60 upper-level credits, and must meet other requirements. In order to make use of the full 45 block transfer credits, it is necessary to meet some of the general education requirements by taking appropriate upper-level courses that have no prerequisites. Students should contact an advisor at Open University for program planning assistance.

Accounting Certificate Program

For those students who wish a concentrated study of accounting subjects, the Accounting Certificate is available. This program is intended for part-time students only. All classes will be offered in the evening on a rotational basis.

ACCT 110	Principles of Accounting I	3
ACCT 210	Principles of Accounting II	3
ACCT 220	Computerized Accounting	3
ACCT 310	Accounting Theory I	3
ACCT 320	Managerial Accounting I	3
ACCT 410	Accounting Theory II	3
ACCT 420	Managerial Accounting II	3
CISY 110	Introduction to Computers	<u>3</u>
Credit Subtotal		24
	Electives*	6
		<u>30</u>

*Any two courses from the Accounting Management Program

Administrative Management (under review)

Diploma Program

The Administrative Management Diploma Program offers a core of knowledge and skills in all areas of organization. These can be applied to any area of the business community. The program provides graduates with enough computer application courses to enable them to function in modern organizations. Graduates are able to step into *management trainee* positions or business for themselves. The program meets the requirements of employers from the commercial, industrial, financial, and public sectors. A certificate program is currently being developed. For more information contact the Commerce and Business department.

Co-operative Education Option

Students enrolled in this program may be eligible for a Co-operative Education designation. Co-operative education involves alternating academic and work terms.

Note: For information see *Cooperative Education* in this calendar or contact the Co-op Office at 527-5100.

Employment Opportunities

Graduates may find employment in entry-level positions in all areas of industry or in trainee positions in the public sector. Individuals with work experience increase their mobility within the management structure of organizations. Students may also pursue entrepreneurial activities.

Admission Requirements

General Douglas College admission requirements apply to this program. Because academic Math 11 is a prerequisite to many courses offered in the Administrative Management Program, applicants should complete academic Math 11 prior to beginning the program.

Commencement Date and Application Deadline

Students may begin classes in September or January. It is

advisable to apply as early as possible. Some core courses are offered during the Summer semester.

Program Duration

This is a two-year program. In order to complete the program in four consecutive semesters (excluding the summer), it is necessary to begin in September. Many students choose to take longer than four semesters. This program may also be taken on a part-time basis.

Program Requirements

Semester I

Course	Descriptive Title	Credits
* ACCT 110	Principles of Accounting I	3
*BUSN 210	Management Essentials	3
*BUSN 330	Business Mathematics	3
*CISY 110	Introduction to Computers	3
CMNS 111	Workplace Writing II	3
		<u>15</u>

Semester II

*ACCT	210 Principles of Accounting II	3
*BUSN 320	Business Law I	3
CISY 410	Microcomputer Concepts & software Applications	3
MARK 350	Personal Selling	3
OADM 450	Automated Financial Planning	3
		<u>15</u>

Semester III

BUSN 250	Exploring Business Ownership	3
BUSN 310	Administrative Practices I	3
BUSN 350	Personnel Practices & Administration	3
BUSN 420	Business Law II	3
*MARK 120	Introductory Marketing	3
		<u>15</u>

Semester IV

BUSN 410	Administrative Practices II	3
*BUSN 470	Business Simulation	3
*BUSN 495	Applied Project	3
*ECON 101	The Canadian Economy	3
OADM 430	Systems Administration	3
		<u>15</u>

*Core Courses

Transfer to the Bachelor of Arts in Administrative Studies, Open University

The Administrative Management Diploma program receives a minimum of 33 credits of block transfer towards the Bachelor of Arts in Administrative Studies program. The block transfer credit awarded is lower-level credit and

cannot be applied to the upper-level requirements of the degree. The upper-level courses from which the student has been exempted must be replaced by other upper-level courses. To complete the requirements for the degree, the student must have a total of 120 credits, including 60 upper-level credits, and must meet other requirements. In order to make use of the full 33 block transfer credits, it is necessary to meet some of the general education requirements by taking appropriate upper-level courses that have no prerequisites. Students should contact an advisor at Open University for program planning assistance.

Commerce and Business Administration

Diploma Program

The Diploma in Commerce and Business Administration is a two-year program which offers the student an opportunity to become acquainted with a variety of subjects in both the business and academic areas. In the Business Department, discipline areas include Business, Accounting, Computer Information Systems, Marketing, Economics and Finance. Students must also take a Math course and a number of electives from Arts and Humanities. On completion of 60 credits, a student will be eligible for the Diploma in Commerce & Business Administration.

The program is also designed to meet most of the course requirements for the first two years of Simon Fraser University's Bachelor of Business Administration degree program.

University Transfer Program

The Department of Commerce and Business Administration has developed transfer programs to SFU and UBC. These programs are for students interested in transferring to UBC to complete a Bachelor of Commerce, or to SFU to complete a Bachelor of Business Administration. Transfer credits have been arranged with the universities so students can complete some of their courses at Douglas College. Although articulation agreements exist between institutions, many variables affect the transferability of individual courses. The receiving institution may evaluate courses and adjust grade point requirements according to their respective policies and procedures. It is the student's responsibility to consult the current calendar and transfer guide of the receiving institution for relevant course equivalencies, degree requirements, course requirements, grade point averages, and entrance requirements. They are also encouraged to consult an Academic Advisor or counsellor.

Co-operative Education Option

Students enrolled in the Commerce and Business Administration Diploma Program may be eligible for a Co-operative Education designation. Co-operative education involves alternating academic and work terms. Co-op transfer credit and/or priority entry may be awarded to graduates who enter the Business Administration Co-op Program at SFU. Refer to the Douglas College calendar for further information or contact the Co-operative Education office at 527-5100.

Admission Requirements

General Douglas College admission requirements apply to this program, however students are advised to check specific course prerequisites.

Commencement Date and Application Deadline

Students may commence classes in September or January. It is advisable to apply as early as possible. Some courses are offered during the Summer Semester.

Program Duration

This is a two-year program if taken full-time; it may also be taken on a part-time basis.

Program Requirements

The courses need not be taken in any particular order as long as course prerequisites are met. If specific courses are not offered in a calendar year, consult the Director of Commerce and Business Administration.

Semester I

ACCT 110	Principles of Accounting I	3
BUSN 200	Fundamentals of Business	3
CISY 110	Introduction to Computers	3
ECON 150	Principles of Microeconomics	3
PHIL	One of 101, 102, 103, 152	3
		15

Semester II

ACCT 210	Principles of Accounting II	3
ECON 250	Principles of Macroeconomics	3
CISY 200	Information Systems	3
BUSN 210	Management Essentials	3
ENGL	One of 106, 114, 130, 151	3
		15

Semester III

CISY 300	MIS/Database Management	3
ECON	One of 111, 210, 350, 408, 418, 460	3
MATH 125	Calculus for the Social Sciences	3
One of BUSN 330 or CISY 230, 240, 250		3
One course transferable to SFU's department of ENGL		3
		15

Semester IV

BUSN 432	Economics & Business Statistics	3
ECON	One of 350, 408, 418, 460	3
One Department of Commerce and Business Administration course transferable to SFU's departments of Business or Economics		3

One course transferable to SFU's departments of ENGL/HIST/HUMS/LANG/PHIL	3
One course transferable to SFU's departments of CMNS/CRIM/POLI/PSYC	3
	15

Students wishing to transfer to SFU with 60 credit hours will have to take one more three-credit course, since ACCT 110/210 (6 credits) transfer to BUS 251 (three credits). It is recommended that students complete SOSC 140 (3).

Computer Information Systems

Diploma Program

The Computer Information Systems two-year Diploma Program prepares students for a career in the computer industry. The program combines business applications, system concepts, and programming languages.

The two-year Diploma Program gives students a broader business base and more advanced systems and programming courses (including six programming languages) than the one-year Certificate Program (see below).

Transfer credit to the Computer Science area at UBC, SFU, and the University of Victoria is available for many of the Computer Information Systems courses. Upon successful completion of program requirements, students are eligible for a Diploma in Computer Information Systems.

Co-operative Education Option

Students enrolled in this program may be eligible for a Co-operative Education designation. Co-operative education involves alternating academic and work terms. Job opportunities are enhanced after completing the Co-op option.

Note: For further information see the *Co-operative Education* section in this calendar or contact the Co-operative Education office at 527-5100.

CIPS Accreditation

Douglas College is the first college in Canada to be accredited by the Canadian Information Processing Society.

DPMA Model Curriculum for CISC

The Douglas College CISC two-year Diploma Program adheres to the DPMA Model (Data Processing Management Association) curriculum for colleges and universities and has been approved by the Data Processing Management Association.

Employment Opportunities

The rapidly growing computer industry needs Data Processing people. Computer operators, programmers, systems analysts, and microcomputer applications support staff are constantly in demand by the public and private sectors. Entry level positions, for which graduates are suitable, include: Programmer Trainees, Programmer-Analyst Trainees, Computer Operators, Consultants, CIS Marketing Support Trainees, and Microcomputer Specialists.

Admission Requirements

The prerequisite for admission into the Computer Information Systems Program is successful completion of academic Math 11. All applicants must write a pre-admission computer programmer aptitude test and the Douglas College Writing Assessment. Successful results are required for admission to the program.

Commencement Date and Application Deadline

The program commences in September for full-time and part-time students. The application deadline is May 1 of each year. Because there is a limited number of seats available it is advisable to apply early.

Some courses may be available for part-time students who begin the program in January. The application deadline for the January intake is September 1.

Program Duration

This is a two-year program. Completing the program in four consecutive semesters (excluding the summer) requires beginning in September. Some students choose to take longer than four semesters. This program may also be taken on a part-time basis.

Diploma Program Requirements

Semester I

*ACCT 110	Principles of Accounting I	3
*BUSN 330	Business Mathematics	3
*CISC 110	Introduction to Computers	3
CISC 230	Intro to Programming - COBOL	3
*CMNS 115	Practical Writing	3
		15

Semester II

*ACCT 210	Principles of Accounting II	3
*BUSN 210	Management Essentials	3
CISC 200	Information Systems	3
CISC 240	Structured Programming Techniques and Concepts - PL/I	3
CISC 300	MIS/Database Management	3
		15

Semester III

CISC 260	Advanced File Concepts - COBOL or PL/I	3
CISC 310	Operating Systems (with C Language)	3
CISC 450	Architecture Concepts and Assembler Programming	3
*ECON 101	The Canadian Economy	3
*MARK 120	Introductory Marketing	3
		15

Semester IV

*BUSN 320	Business Law I	3
*BUSN 470	Business Simulation	3
CISY 430	Fourth Generation Software	3
CISY 440	Networking & Data Communications	3
CISY 495	Applied Research Project	3
		15

*Core Courses

Note: Students who complete ECON 150 and ECON 250 with a grade of C or better are exempt from ECON 101.

Transfer to the Bachelor of Arts in Administrative Studies, Open University

The Computer Information Systems program receives a minimum of 36 credits of block transfer towards the Bachelor of Arts in Administrative Studies program. The block transfer credit awarded is lower-level credit and cannot be applied to the upper-level requirements of the degree. The upper-level courses from which the student has been exempted must be replaced by other upper-level courses. To complete the requirements for the degree, the student must have a total of 120 credits, including 60 upper-level credits, and must meet other requirements. In order to make use of the full 36 block transfer credits, it is necessary to meet some of the general education requirements by taking appropriate upper-level courses that have no prerequisites. Students should contact an advisor at Open University for program planning assistance.

Certificate Program

The Computer Information Certificate Program prepares students for a career in data processing. This one-year program combines business applications, systems concepts, and programming languages necessary for a business environment. Students learn three programming languages and gain skills in accounting and business management. Transfer credit to UBC, SFU and UVic is arranged for many Computer Information Systems courses.

Students successfully completing program requirements are eligible for a Certificate in Computer Information Systems.

Employment Opportunities

The growing computer industry needs trained Data Processing people. Computer operators, programmers, systems analysts, and microcomputer applications support staff are constantly in demand.

Admission Requirements

The prerequisite for admission into Computer Information Systems Programs is successful completion of Math 11. All applicants must successfully write a pre-admission computer programmer aptitude test.

Commencement Date and Application Deadline

The program commences in September for full-time and part-time students. The deadline is May 1 of each year. Because there is a limited number of seats available it is advisable to apply early. Some courses may be available for part-time students who begin the program in January. The deadline to apply for the January intake is October 1.

Program Duration

Full-time students complete this program in one year. It may also be taken on a part-time basis.

Certificate	Program Requirements	Credits
Semester I		
ACCT 110	Principles of Accounting I	3
BUSN 330	Business Mathematics	3
CMNS 115	Workplace Writing III	3
CISY 110	Introduction to Computers	3
CISY 230	Intro to Programming - COBOL	3
		15
Semester II		
ACCT 210	Principles of Accounting II	3
BUSN 210	Management Essentials	3
CISY 200	Information Systems	3
CISY 210	Intermediate BASIC	3
CISY 300	MIS/Database Management	3
		15

Financial Services Studies

Diploma Program

The Financial Services Studies Program is a two-year diploma program and prepares students for a career in the financial services industry. The Institute of Canadian Bankers has developed the Financial Services Studies Program, along with Douglas College, to give graduates a broad business background and industry-specific, immediately applicable skills. Development of interpersonal and communication skills are being stressed to reflect the increasing importance of building banker/client relationships.

The program is comprised of nine banking-specific courses, along with 11 general management and business administration courses, for a total of 60 credits.

Co-operative Education Option

Students enrolled in this program may be eligible for a Co-operative Education designation. Co-operative Education involves alternating academic and work terms.

Note: For information see "Co-operative Education" in this calendar or contact the Co-operative Education office at 527-5100.

Employment Opportunities

Graduates of the program will be able to get jobs as customer service representatives, sales officers, or personal banking representatives.

Admission Requirements

General Douglas College admission requirements apply to this program, in addition to the following requirements: Completion of B.C. Grade 12 or equivalent, academic Math 11 with a C grade, English 12 with a C grad. Completion of the Douglas College Writing Assessment. A one page composition by the applicant on suitability and degree of interest in the program; a personal interview. **THESE ADMISSION REQUIREMENTS ARE CURRENTLY UNDER REVIEW.**

Commencement Date and Application Deadline

The application deadline for the Fall Semester is May 1 and the Winter semester is September 1.

Program Duration

This is a two-year program (four semesters). Students can begin their program of studies in either September or January. A limited number of non-finance courses are also available during the Summer Semester.

Semester I

BUSN 200	Fundamentals of Business	3
ACCT 110	Principles of Accounting I	3
CISY 110	Introduction to Computers	3
CMMS 115	Practical Writing	3
FINC 100	Relationship Banking I	3
		15

Semester II

ECON 101	The Canadian Economy	3
BUSN 210	Management Essentials	3
ACCT 210	Principles of Accounting II	3
FINC 200	Relationship Banking II	3
BUSN 330	Business Mathematics	3
		15

Semester III

MARK 120	Introductory Marketing	3
FINC 210	Products and Services	3
FINC 300	Introduction to Personal Finance	3
FINC 310	Bank Systems and Practices	3
FINC 320	Introduction to Canada Financial System	3
		15

Semester IV

BUS 320	Business Law I	3
FINC 340	Fundamentals of Finance	3

FINC 400	Introduction to Bank Financial Management	3
FINC 410	Consumer Behavior and Financial Need	3
FINC 420	Integrative Seminar	3
		15

Upon completion of the two-year Diploma Program (and application), graduates will receive a Diploma in Financial Services from the Institute of Canadian Bankers, as well.

Certificate Program

A certificate program in Financial Services is also available. The following is a short description of the Certificate program.

The new Financial Services Studies Certificate Program at Douglas College is a part-time flexible 10-course program specifically designed for people already working in the financial industry. This program has been designed in cooperation with the Institute of Canadian Bankers to ensure that graduates will have skills to stay on top of new technology, understand new products and services, and learn new skills to prepare for opportunities and advancement in a growth industry.

Students in this program will be able to acquire immediate employment skills. This program emphasizes current product and services knowledge and practical applications with state-of-the-art computers and software programs that banks and other financial institutions are using today.

The deregulation of the financial industry means banks are offering more products and services than ever. Students will learn about financial planning, brokerage services, insurance services and more. This knowledge will put the student on the cutting edge of the new emphasis on relationship banking that's sweeping the industry.

The skills learned in the Certificate program combined with practical work experience mean staff that are better prepared to move ahead into management positions.

Admission Requirements

General Douglas College admission requirements and a minimum of two years work experience. A letter provided by Human Resources Department of the sponsoring bank which verifies details regarding length of employment and a brief description of the applicant's duties and responsibilities. A personal resume provided by the applicant.

Commencement Date and Application Deadline

The application deadline for Fall semester is May 1 and the Winter semester is September 1.

Program Duration

This two semester program can be taken on a part-time basis.

Financial Services Studies Certificate

Program

Semester I

FINC 100	Relationship Banking I	3
FINC 210	Products and Services	3
BUSN 330	Business Mathematics	3

Semester II

FINC 200	Relationship Banking II	3
FINC 300	Introduction to Personal Finance	3

Semester III

FINC 310	Bank System & Practices	3
FINC 320	Introduction to Canadian Financial Needs	3

Semester IV

FINC 400	Intro. to Bank Financial Management	3
FINC 410	Consumer Behavior & Financial Needs	3
FINC 420	Integrative Seminar	3

In the future, it is expected that the Diploma and the Certificate Programs will meet the basic requirements for certification for personal financial planning.

General Business

Diploma Program

The General Business Diploma complements both the career and the university transfer programs. It permits students who are not in the university transfer program to study Commerce and Business Administration. The General Business Diploma is awarded for more individualized programs in Commerce and Business Administration. Students who successfully complete the program requirements are eligible for a Diploma in General Business.

Employment Opportunities

The employment opportunities depend, in part, upon a student's course selection and the specific business job skills acquired.

Admission Requirements

General Douglas College admission requirements apply to this program. Because academic Math 11 is a prerequisite to many courses offered by the Department of Commerce and Business Administration, it is recommended that applicants successfully complete academic Math 11 prior to beginning the program.

Commencement Date and Application Deadline

Students may begin classes in September or January. It is advisable to apply as early as possible. Some courses are offered during the Summer semester.

Program Duration

Full-time students complete the program in two years (four semesters). It may also be taken part-time.

Program Requirements

Students may select courses in Commerce and Business Administration in which they are particularly interested and for which prerequisites have been met. Some of the courses selected may offer transfer credit to a university, institute, or a professional school. Upon completion of 48 credits* in the Department of Commerce and Business Administration, and 12 other credits, students are eligible to receive a General Business Diploma (the other 12 credits must include 3 credits for CMNS 111 or CMNS 115).

*These 48 credits may be taken from any of the following disciplines: Accounting, Business, Computer Information Systems, Economic, Finance and Marketing.

Certificate Program

This program appeals to students with limited and/or specific business job skill requirements. Students may select courses in Commerce and Business Administration in which they are particularly interested and for which prerequisites have been met. Students who successfully complete program requirements are eligible for a Certificate in General Business.

Employment Opportunities

Employment opportunities depend, in part, upon a student's course selection and the specific business job skills acquired. The General Business Certificate is often pursued by mature students with jobs, who wish to upgrade their education and job skills to prepare for advancement.

Admission Requirements

General Douglas College admission requirements apply to this program. Because academic Math 11 is a prerequisite to many courses offered by the Department of Commerce and Business Administration, it is recommended that applicants successfully complete academic Math 11 prior to beginning the program.

Commencement Date and Application Deadline

Students may commence classes in September or January. It is advisable to apply as early as possible. Some courses are offered during the Summer semester.

Program Duration

This one-year program may also be taken on a part-time basis.

Program Requirements

Students who successfully complete 24 credits* in the Department of Commerce and Business Administration, and six other credits are eligible to receive a General Business Certificate. (The six other credits must include three credits for CMNS 111, or CMNS 115.) For students

who wish to pursue a specialization in Commerce, four two-year Diploma programs are available in Business Management.

*These 24 credits must be taken from any of the following disciplines: Accounting, Business, Computer Information Systems, Economic, Finance and Marketing.

Marketing management

Diploma Program

Sales and marketing are important in the modern economy. The Marketing Management Program is designed to prepare students for a career in this area. Teaching techniques emphasize practical marketing skills, with a blend of lectures, case studies, films and simulated *business-world* exercises.

The Marketing Management Program appeals to students with energy and ambition. Well-developed communication skills are essential. Students who successfully complete the program gain a solid general business education, with specific job skills in selling, advertising, and marketing research and management. Students successfully completing program requirements are eligible for a Diploma in Marketing Management.

Co-operative Education Option

Students enrolled in this program may be eligible for a Co-operative Education designation. Co-operative education involves alternating academic and work terms.

Note: For information see *Co-operative Education* in this calendar or contact the Co-operative Education office at 527-5100.

Employment Opportunities

Employment opportunities in marketing and sales, especially in the current economic climate, are numerous and wide-ranging. New international career opportunities for marketers are emerging as British Columbia becomes linked with Pacific Rim countries. Most graduates find entry-level management trainee positions in retailing, financial marketing, or industrial sales. Because marketing plays such a central role in business success, advancement to middle and senior management is a realistic goal for students who apply themselves in these positions.

Admission Requirements

General Douglas College admission requirements apply to this program. Because academic Math 11 is a prerequisite to many courses offered in the Marketing Program, it is recommended that applicants successfully complete academic Math 11 prior to beginning the program.

Commencement Date and Application Deadline

Students may begin classes in September or January. It is advisable to apply as early as possible. Some courses are offered during the Summer semester.

Program Duration

This is a two-year program. In order to complete the program in four consecutive semesters (excluding the summer), it is necessary to begin in September. Many full-time students, however, choose to take five semesters to complete the program. This program may also be taken on a part-time basis.

Program Requirements

Semester I

*ACCT 110	Principles of Accounting I	3
*BUSN 330	Business Mathematics	3
*CISY 110	Introduction to Computers	3
*CMNS 115	Practical Writing	3
*MARK 120	Introductory Marketing	3
		15

Semester II

*ACCT 210	Principles of Accounting II	3
*BUSN 210	Management Essentials	3
BUSN 430	Business Statistics **	3
MARK 290	Consumer Behaviour	3
MARK 350	Personal Selling	3
		15

** It is strongly recommended that students take BUSN 430 prior to or concurrent with MARK 391.

Semester III

*BUSN 320	Business Law I	3
MARK 295	Business Marketing	3
MARK 375	Retailing and Merchandising	3
MARK 390	Marketing Management **	3
MARK 391	Marketing Research **	3
		15

** It is recommended that students take MARK 390 and MARK 391 concurrently.

Semester IV

*BUSN 470	Business Simulation	3
*ECON 101	The Canadian Economy	3
MARK 401	Advertising	3
MARK 410	Sales Management	3
MARK 483	Marketing Practicum	3
		15

*Core Courses.

Note: Students who complete ECON 150 and ECON 250 with a grade of C or better will be exempt from ECON 101.

Transfer to the Bachelor of Arts in Administrative Studies, Open University

The Marketing Management program receives a minimum of 33 credits of block transfer towards the Bachelor of Arts in Administrative Studies program. The block transfer credit awarded is lower-level credit and cannot be applied to the upper-level requirements of the degree. The upper-level courses from which the student has been exempted must be replaced by other upper-level courses. To complete the requirements for the degree, the student must have a total of 120 credits, including 60 upper-level credits, and must meet other requirements. In order to make use of the full 33 block transfer credits, it is necessary to meet some of the general education requirements by taking appropriate upper-level courses that have no prerequisites. Students should contact an advisor at Open University for program planning assistance.

..... Department of Child, Family & Community Studies

The Department of Child, Family & Community Studies offers the following programs:

- ◆ Basic Occupational Education
- ◆ Child and Youth Care Counsellor
- ◆ Community Social Service Worker
- ◆ Community Support Worker
- ◆ Early Childhood Education
- ◆ Home Support Attendant
- ◆ Physical Education
- ◆ Sign Language Interpretation
- ◆ Therapeutic Recreation

The majority of these programs combine both classroom learning and experiences in field work settings thus enabling students to integrate theory and practice. Depending on the specific program, field work experiences may occur in a wide range of settings including schools, group homes, industries, child care centres, hospitals, and recreation centres. Students must accept the practicum to which they are assigned and are expected to provide their own transportation for these learning experiences. While enrolled in Limited Enrolment programs, students are expected to adhere to the Department Standards of Behaviour.

Many of the programs offered by the department require students to work very closely and supportively with individuals. Personal characteristics that help students to be successful include self awareness, maturity, flexibility, tolerance, and integrity.

Participation in Departmental programs involves personal growth as well as academic learning. These course activities may include examination of self, personal growth experiences, making oneself available for feedback from others, and willingness to evaluate goals, values and beliefs.

***Integrated Curriculum Programs**

The following programs have been restructured in response to changes in public policy and field needs:

- ◆ Child and Youth Care Counsellor
- ◆ Community Social Service Worker
- ◆ Community Support Worker
- ◆ Early Childhood Education
- ◆ Home Support Attendant
- ◆ Sign Language Interpretation

These programs share some courses based upon common themes and values. Some courses are shared across all programs while others will continue to be specific to individual programs.

Benefits of these Changes

These changes are the result of consultation with graduates, employers and students and are beneficial in the following ways:

- ◆ increased readiness for employment through a values-based, multidisciplinary foundation
- ◆ increased ability to gain a second certificate or diploma through transfer credit for shared courses
- ◆ potential transfer credit to baccalaureate education (transfer arrangements with B.C. universities are under development)
- ◆ opportunity to exit to employment after certificate level in selected programs and return for diploma completion
- ◆ opportunities for field related employment between the second and third semester (summer)
- ◆ increased interaction among students and faculty in related programs
- ◆ access to electives as a part of the programs

Certificate Level

For the following programs, Certificate-level education requires three semesters of study:

- ◆ Child and Youth Care Counsellor
- ◆ Community Social Service Worker
- ◆ Community Support Worker (no change)
- ◆ Early Childhood Education.

Diploma Level

The Sign Language Interpretation program is a two-year Diploma program with no Certificate exit.

In all other programs, the Diploma level (semester 4) is planned for 1995 - 1996 dependent upon funding. The

Diploma designation will require a minimum of four semesters of study.

As funding becomes available, the Diploma level will replace the Certificate level for the Child and Youth Care Counsellor program.

Part-Time Students

Limited seats for part-time students will be available in most programs and will include day time and evening offerings. These offerings will be expanded as funding permits.

Existing Certificate Level Graduates

Individuals who are currently working in the field may wish to access Diploma-level courses. These courses will initially be limited in number, but will be expanded as funding permits. Assessment and placement into these courses will be made on an individual basis.

Admission Requirement for Diploma Level Program

In addition to Douglas College general admission requirements, admission to diploma-level training requires the following:

All Students:

1. A certificate from Douglas College in the Child and Youth Care Counsellor Program, Community Social Service Worker Program, Early Childhood Education Program. If the certificate is not from Douglas College, equivalency will be assessed.

Re-entry or New Students:

2. An overall average of C+ on courses completed in the certificate program.
3. Completion of C- of a first-year, university transfer-level English or written communications course (as per Douglas College certificate requirements for the above programs).
4. Submission of two acceptable references from employers or from a former instructor and an employer. These must be submitted directly to the department using the Departmental reference forms.
5. Completion of the Departmental Employment and Work history form.
6. Failure to fully and appropriately meet the above criteria will result in an interview to determine suitability. Suitability will be determined on the basis of a review of an applicant's emotional stability, physical health, formal education, work experience, ability to work in a multidisciplinary-team setting, ability to work within the values of the department, and personal suitability.

ADVISEMENT TO STUDENTS: Applicants who undertake a practicum as part of their diploma program are required to have a Criminal History Search. Conviction for relevant offences may preclude entry to selected programs or require students to withdraw from the diploma program. Detailed policies are available from the Registrar's Office.

Admission Requirements for Certificate Level Program

In addition to the Douglas College general admission requirements, selected programs require the following (see specific program description for details):

1. Written Language Requirement. By September 1996, applicants will be required to obtain a C- or better in a (three credit) first-year university transfer-level English (either writing or literature) or Practical Writing course before entering the program. Students wishing to take their English/Practical Writing course at Douglas College must do the following before applying to the program: apply for General Studies, and specify the program they intend to apply for (eg. CYCC, CSSW, CSW, ECE, INTR).

For students enrolling in programs prior to September 1996, completion at C- level or better of a first-year university transfer-level English or Practical Writing (written communications) course is a (Certificate /Diploma) graduation requirement. Because of heavy course load requirements, full time students are strongly advised to take this course before entering their programs. Anyone wishing to complete this written language requirement at Douglas College will need to take a writing assessment before registering for the course. Please contact the Douglas College Assessment Centre for details.

2. Meet the minimum age requirement of 19 years.
3. Successfully participate in a formal orientation and selection process to determine suitability and readiness for training. Suitability is determined on the basis of an overview of an applicant's emotional stability, physical health, formal education, the ability to work in a team setting, life experience and personal suitability. Students attending limited enrolment programs, including those students on waiting lists, must maintain suitability as a condition of their names remaining in the roster of eligible students.

Full-time students are also advised to plan ahead financially and not be dependent on employment while enrolled. Please note that shift work may be required in some programs. Although not required, basic word processing skills are an asset.

Applicants are responsible for any costs incurred in the admissions process. Please refer to specific programs for more details.

4. Criminal History Search: The field work component of selected programs requires students to work in agencies which are under contract to Ministries which demand that individuals working or volunteering in such agencies have a Criminal History Search for the protection of the clients. To meet this requirement, prospective students must complete a Criminal History Search as a condition of entry to the program. Conviction for relevant offences may preclude entry to selected programs. Detailed policies are available from the Registrar's Office.

5.A medical assessment indicating a satisfactory level of physical and emotional health. The workload of the programs and the close contact with individuals in practical settings require students to be in good health.

Department of Child, Family & Community Studies: Integrated Curriculum

Semester 1

CSSW	CYCC	CSW	INTR	ECE	HSA
CPCS 110: Introduction to the Professional Community (3)	CPCS 110: Introduction to the Professional Community (3)	CPCS 110: Introduction to the Professional Community (3)	CPCS 110: Introduction to the Professional Community (3)	CPCS 110: Introduction to the Professional Community (3) HSAP 110: Work Role (1.5)	HSAP 110: Work Role (1.5)
CPCS 120: Self & Others: Wellness (3)	CPCS 120: Self & Others: Wellness (3)	CPCS 120: Self & Others: Wellness (3)	CPCS 120: Self & Others: Wellness (3)	CPCS 120: Self & Others: Wellness (3)	CPCS 120: Self & Others: Wellness (3)
CPCS 130: Change & Development Lifespan (3)	CPCS 130: Change & Development Lifespan (3)	CPCS 130: Change & Development Lifespan (3)	INTR 145: Language & Culture in Action: Text Analysis (3)	ECED 100: Growth & Development: Infants & Toddlers (Intro) (3)	HSAP 101: Concepts & Practice (1)
CSSW 162: Social Service Work: Poverty & Financial Assistance Skills (3)	CPCS 140: Introduction To Practice (3)	CPCS 140: Introduction To Practice (3)	CPCS 140: Introduction To Practice (3)	ECED 120: Methods for Play Based Infant Toddler Care (3)	HSAP 113: Practicum: Concurrent practical experience: (1.5)
CSSW 140: Community Social Service Work: Introduction (1.5)	CYCC 150: Activity Programming for Children & Youth (3)	CSWK 150: Teaching & Learning (3)	ASLS 301 or 302 or 303: Advanced American Sign Language (3)	ECED 182: Demo Lab: Observation Of Infants & Toddlers (3)	
13.5	15	15	15	15	7

Semester 2

CSSW	CYCC	CSW	INTR	ECE	HSA
CSSW 220: Community Social Service Work: Counselling (3)	CYCC 220: Counselling Children & Youth (3)	CPCS 220: Working With Others I (3)	CPCS 220: Working With Others I (3)	ECED 200: Growth & Development: Preschool Years (3)	HSAP 101: Concepts for Practice (2)
CPCS 240: Practicum I (4.5)	CPCS 240: Practicum I (4.5)	CPCS 240: Practicum I (4.5)	INTR 241: Practicum I (4.5)	ECED 220: Methods for Inclusive Play Based Programs in Preschool Children (3)	HSAP 111: Personal Care Skills (3)
CPCS 261: Community Practice: Employment Counselling (3)	CYCC 250: Supporting Behavioral Change (3)	CSWK 250: Teaching & Learning II (3)	CPCS 140: Change & Development: Lifespan (3)	ECED 211: Prof. Growth & Communic. (3)	HSAP 112: Special Needs in Home Support (1.5)
CPCS 240: Practicum I (4.5)	CPCS 240: Practicum I (4.5)	CPCS 240: Practicum I (4.5)	ASLS 301 or 302 or 303 (3)	ECED 220: Methods for Inclusive Play Based Programs in Preschool Children (3)	HSAP 111: Personal Care Skills (3)
CPCS 260: Community Practice: Addictions (3)	CPCS 260: Community Practice: Addictions or School Based or U/I elective (3)	CPCS Elective (3)	INTR 225: Professionalism & Cultural Mediation (2)	ECED 282: Demo Lab: Preschool Observation Documentation & Practice (3)	
16.5	15	15	15.5	15	8.0

Semester 3

CSSW	CYCC	CSW	INTR	ECE
CFCS 320: Working With Others in Groups (3)	CFCS 320: Working With Others in Groups (3)	CFCS 320: Working With Others in Groups (3)	CFCS 320: Working With Others in Groups (3)	ECED 300: Growth & Development: Early School Years (3)
CFCS 330: Change & Development: Family (1.5)	CFCS 330: Change & Development: Family (1.5)	CFCS 330: Change & Development Family (1.5)	CFCS 330: Change & Development: Family (1.5)	CFCS 330: Change and Development: Family (1.5)
CSSW 331: Change & Development: Family Under Stress (1.5)	CYCC 331: Change & Development: Working from a Family Perspective (1.5)	CSWK 371: CSW Practice III: Social Networks (1.5)	INTR 345: Language & Culture in Action: Interpretation I (4)	ECED 320: Methods for Inclusive Play Based Programs for Young Children (3)
CSSW 340: Practicum II (6)	CYCC 340: Practicum II (4.5)	CSWK 340: Practicum II (4.5)	INTR 340: Practicum II (4.5)	ECED 382: Demonstration Lab: Observation, Documentation & Perceptorship Practicum (3)
CFCS 463: Community Practice: Mental Health (3)	CFCS 460: Community Practice: Abuse (3)	CSWK 350: Teaching & Learning III (3)	ASLS 301 or 302 or 303: Advanced ASL Elective (3)	ECED 312: Family Issues for Teachers of Young Children (1.5)
		CSWK 370: CSW Practice II: Personal Care (1.5)		ECE 331 ECE Curriculum II (3)
15	13.5	15	16	15

Semester 4

CSSW	CYCC	CSW	INTR	ECE
CFCS 410: Advanced Issues: Reflection and Integration (3)	CFCS 410: Advanced Issues: Reflection and Integration(3)	CFCS 410: Advanced Issues: Reflection and Integration (3)	CFCS 410: Advanced Issues: Reflection and Integration(3) or U.T. Elective	CFCS 410: Advanced Issues: Reflection and Integration(3)
CSSW 440: Practicum III (6)	CYCC 440: Practicum III (5.5)	CSWK 440: Practicum III (4.5)	INTR 440: Practicum III (4.5)	ECED 412: Administrative Skills for ECE Centres (3)
CFCS 461: Community Practice: Supervision or elective (3)	CYCC 450: CYCC Practices: Selected Topics (3)	CSWK 470: CSW Practice IV: Community Building (1.5)	ASLS 301 or 302 or 303: Advanced ASL (3)	ECED stream specific course (3) (infant/ toddler; special needs or university transfer)
CFCS 462: Community Practice: Gerontology or elective (3)	Elective (3)	CSWK or CFCS elective (3)	INTR 425: Professional & Business Practices (2)	ECED stream specific course (3) (infant/ toddler; special needs or university transfer)
	Elective (3)	CSWK or CFCS elective (3)	INTR 445: Language & Culture in Action: Interpretation II (4)	ECED stream specific course (3) (infant/ toddler; special needs or university transfer)
15	16.5	15	16.5	15

** Diploma exit point

Course Electives

1. CFCS 260 Community Practice: Addictions
2. CFCS 261 Community Practice: Employment Counselling
3. CFCS 262 Community Practice: School Based
4. CFCS 460 Community Practice: Abuse
5. CFCS 461 Community Practice: Supervision
6. CFCS 463 Community Practice: Mental Health
7. CFCS 462 Community Practice: Gerontology
8. Approved University Transfer courses or other department offerings. Students are required to achieve a C+ or better in University Transfer course electives.

Students are encouraged to investigate other elective courses in the Department of Child, Family & Community Studies. For example, American Sign Language, Physical Education, Therapeutic Recreation, or Sign Language Interpretation. CFCS 260, 261 and 463 are compulsory courses for CSSW students. CFCS 460 is a compulsory course for CYCC students.

..... Coaching Diploma Program

This unique program is designed to prepare professional coaches at the community sport club level. The main emphasis will be on sports in which employment opportunities exist. Sports such as gymnastics, figure skating and aquatics are the core sports, but coaches from other sports that have employment prospects are encouraged to apply. A limited number of students will be accepted into the program part-time in 1995. Thirty students will be accepted into the program full-time in 1996.

The program will train and prepare coaches for a career in club coaching, and will also provide a link with university degree programs in Physical Education and Coaching, and the National Coaching Institute housed at the University of Victoria. Students will be eligible to receive NCCP Level III theory through the program but students will be required to acquire the NCCP Level II and III technical outside the program. Students will graduate with a wide variety of skills and the ability to organize and promote club-level activities. The program will stress generic as well as sport specific coaching techniques and will involve a learning preceptorship. The program has the approval of the provincial sport governing bodies involved and membership with the Coaches Association of B.C. is a graduation requirement.

Admission Requirements

1. General College admission requirements.
2. English 12 with a grade of "B" or better or equivalent; or LPI score of 4 or greater; or DC Writing Assessment with English 130 recommendation within the last two years.
3. Math 11 or equivalent.
4. Two letters of reference (not from a relative).
5. Resume and handwritten letter of application indicating commitment to the field, personal involvement and career objectives.
6. Interview for verbal skills and coaching suitability.
7. A current B.C. Sport First Aids Level One certificate or the equivalent.
8. NCCP Level One theory and technical courses in a chosen area of study. (Note: for figure skating, the primary level of the second figure junior bronze free skating and dance tests.)
9. A medical assessment indicating a satisfactory level of physical and emotional health.
10. A satisfactory criminal record search.

Program Requirements:

Course	Descriptive Title	Credits
Semester I		
COAC 141	Basic Coaching Foundations	3
COAC 142	Basic Coaching Principles	3
PHED 163	Biodynamics of Physical Activity	3
ENGL 130	Academic Writing	3
BIOL 109	Human Anatomy and Physiology I	3
		15
Semester II		
COAC 241	Advanced Coaching Foundations	3
COAC 251	Coaching Preceptorship I	3
PHED 164	Dynamics of Motor Skill Acquisition	3
PHED 195	Physical Growth and Motor Development	3
BIOL 209	Human Anatomy and Physiology II	3
		15
Semester III		
COAC 342	Seasonal Coaching Principles	3
COAC 351	Coaching Preceptorship II	3
COAC 377	Coaching for Optimal Performance	3
PHED 263	Analysis of Individual Sport and Dance Performance; or	
PHED 300	Analysis of Performance in Team Sports	3
PHED 409	Physiology of Exercise	3
		15
Semester IV		
COAC 443	Career Coaching Principles	3
COAC 451	Coaching Preceptorship III	3
PHED 292	Leisure and Sports Events Management	3
PHED 309	Mechanics and Kinetics of Human Movement	3
PHED 480	Care and Prevention of Sports Injuries	3
		15

Total Credits 60

Child & Youth Care Counsellor Program

This program is part of the Integrated Curriculum in the Department of Child, Family and Community Studies. Please refer to page 56 for further information regarding changes to this program. Child and Youth Care Counsellors support children, youth and their families as they deal with life issues which have created disruption in their lives.

Child and youth-care work focuses on the enhancement of behavioural, emotional and social growth of children and youth.

As funding becomes available for a full-time final semester, the third semester Certificate exit will be phased out.

Career Opportunities

Child and Youth Care Counsellors work in residential programs, schools, community centres, parent-child education settings, programs for street involved youth, special services, and in a variety of other settings.

Graduates from this program receive transfer credit toward an undergraduate degree offered by the School of Child Care at the University of Victoria. The amount of transfer credit is under review. Contact an Academic Advisor for details.

Admission Requirements (Certificate Level Program)

In addition to Douglas College general admission requirements applicants must:

- 1) Meet the admission requirements for the Department of Child, Family and Community Studies (please refer to page 55)
- 2) Provide evidence they have recently (within the last two years) completed at least 100 hours of supervised work (paid or volunteer) in the child and youth care field. (A form will be provided for the supervisor to evaluate the work experience.)

A cassette tape on the program is available in the Student Services area of the college. Applicants are encouraged to listen to the tape and discuss their plans with an Academic Advisor. Applicants are contacted by the Registrar's Office and advised of the program orientation meeting at which the dates for the screening process are confirmed. Attendance at both the orientation and screening process meetings is essential.

Commencement Date and Deadline for Application

Enrolment in the program is limited. Applications must be submitted by April 1 each year. The program commences in September and may be taken on a full-time or a part-time basis. Students are advised to apply early as applications are processed on a first come, first serve basis.

Program Requirements

The courses in the program are listed below. Detailed course outlines are available in Student Services. All CFCS courses are *required* or *are electives* for two or more programs in the department.

Semester I

Course	Descriptive Title	Credits
CFCS 110	Introduction to the Professional Community	3
CFCS 120	Self and Others: Wellness	3
CFCS 130	Change and Development: Lifespan	3
CFCS 140	Introduction to Practice	3
CYCC 150	Activity Programming for Children and Youth	3
		15

Semester II

CYCC 210	The Professional Community: Policies, Standards, Legislation and Children	1.5
CYCC 220	Counselling Children and Youth	3
CYCC 250	Supporting Behavioral Change	3
CFCS 260	Community Practice: Schoolbased or Addictions; or other elective	3
CFCS 240	Practicum	4.5
		15

Semester III

CFCS 320	Working with Others in Groups	3
CFCS 330	Change and Development: Families	1.5
CYCC 331	Change and Development: Working From a Family Perspective	1.5
CFCS 460	Community Practice: Abuse	3
CYCC 340	Practicum	4.5
		13.5

Total credits for certificate (prior to phase out*) 43.5

Semester IV

CFCS 410	Advanced Issues: Reflection and Integration	3
CYCC 450	CYCC Practices: Selected Topics	3
	Elective	3
	Elective	3
CYCC 440	Practicum	4.5
		16.5

Total credits for diploma 60

*Certificate phase out - As funding for a full fourth semester becomes available, the CYCC Certificate will no longer be offered.

Note: Before graduation, a Standard First Aid Certificate must be obtained. It is the student's responsibility to arrange enrolment in a Standard First Aid course. First Aid courses are offered through the College as well as St. John's Ambulance. To qualify for a Certificate in Child and Youth Care, students must submit a current Standard First Aid Certificate to the Registrar's Office before the deadline to apply for graduation.

Electives

Electives are available in the CFCS department and from other departments in the College. Students are advised to consult with faculty prior to elective selection. Students wishing to enter the School of Child Care, University of Victoria, are required to complete the equivalents to U.Vic. Psychology 100 (Douglas College Psychology 100 and 200) and six credits of English or equivalent which are transferable to U.Vic English (six credits = three units). Consult an Academic Advisor for equivalencies.

Community Programs & Services

Each year, over 24,000 people from all over the Lower Mainland come to Douglas College for short term programs, courses, conferences and events. These learning activities are planned for adults and are designed to provide *learning for work and learning for life*.

The Community Programs and Services Division is the part of Douglas College responsible for this life-long learning through continuing education.

Services:

Community development, program development

- ◆ assess/address community/client needs
- ◆ conceptual development
- ◆ educational design

Conference Services

- ◆ program planning and development
- ◆ logistical and facilities arrangements
- ◆ promotion
- ◆ budget management
- ◆ brochure production
- ◆ registration

Note: The Access Magazine, which lists complete course offerings, is distributed in January and September each year. Please phone 527-5473 for more information or to receive a copy of Access. Program areas are described below.

Alcohol and Substance Abuse

The issues of alcohol and substance use are of growing concern in our community today. Programs are designed to meet the needs of the general public as well as provide professional development for practitioners. New courses are offered to address current and emerging trends in the field. Courses may be offered in conjunction with other institutions, such as the Johnson Institute and the Addictions Research Foundation.

Health Education Centre

The Health Education Centre offers a broad range of programs and services. Advisory Committees composed of representatives from appropriate constituencies provides guidance and direction for several of the program areas.

Continuing Professional Education

Professionals are assisted to keep up with changes in the health care system, health care needs and professional practice. Programs relating to both clinical aspects and administrative roles are offered. Special attention is directed at nurses in both general and psychiatric settings.

Vocational/Technical Training

Douglas College offers practical programs for a variety of health care workers including: food service aides, mental health workers and cardiology technicians. These programs are a response to changing needs in health care delivery.

Health and Lifestyle Programs

Interest in health promotion among professionals, other health care workers, and the general public is increasing. A variety of health and lifestyle programs are offered in response to this interest.

CPR/First Aid Programs

All levels of CPR training are offered at Douglas College. Certification is by the Canadian Red Cross Society. First Aid courses offered are Red Cross Emergency First Aid, Red Cross Standard First Aid, Standard First Aid Recertification, Industrial First Aid (WCB), First Aid -Treating Your Children, and First Aid for Long Term Care Facilities.

Perinatal Education Program

Douglas College, Simon Fraser Health Units and the Burnaby Health Department work cooperatively to offer a variety of perinatal education programs in several community locations. These include a Regular Prenatal Series, Refresher Prenatal series In A Day, and special one session classes. The one time sessions include Sibling Preparation and Vaginal Birth After Cesarean (VBAC) class.

Sports Institute

The Sports Institute of Douglas College is committed to providing quality programs to those people working in the area of sport, fitness, and recreation.

Courses such as the National Coaching Certification Program, Preschool Recreation Leadership Program, B.C.

Sports First Aid Program, and Fitness Certification are offered, together with general interest sessions in subjects such as coaching and children in sport.

The institute also offers conferences, seminars and is interested in working with the general public in developing specific programs to suit their needs.

Natural Health and Healing Alternatives

Explore alternative or complementary health practices for maintaining and promoting health and healing. Alternative or complementary methods of healing, many of them thousands of years old, are being rediscovered and practiced in society today. The blending of traditional and non-traditional methods are helping many people improve personal health and well-being.

Continuing Education For Social Service Practitioners

This program is designed to provide the most current information and skill development for practitioners in a variety of social services fields: Counsellors, Child and Youth Care Workers, Early Childhood Educators, Home Support Workers, Interpreters, Special Needs Workers, Recreation Therapists and Social Workers. In addition, courses are developed and delivered for the non-profit sector, including staff, board members, and volunteers. Courses are open to other practitioners and interested community participants.

Courses and programs are designed and delivered to provide orientation to the field as well as ongoing staff development to paraprofessionals and professionals. Special courses may be developed and offered upon request, at Douglas College, or at an agency site.

Community Social Service Worker Program

The CSSW program is designed to prepare beginning professionals for work in the field of social services. In 1993, the CSSW program was restructured to allow integration of some courses with other programs in the Department of Child, Family and Community Studies. At the same time, new courses were developed leading to a three-semester (43.5 credit) Certificate in Community Social Service Work. As well, a four-semester (60 credit) Diploma in Community Social Service work is currently being offered on a part-time basis. The program includes both classroom-based studies and field-related work (practicum) at social service agencies. A practicum involves placement in a community social service agency with an opportunity to practice skills learned in the program. The certificate program has two practicums, one in the second semester and one in the third. The diploma program will have one additional practicum. Please refer to page ?? for further information regarding changes.

Career Opportunities

The Community Social Service Worker program prepares graduates for work in a wide range of government, non-profit, and commercial social service settings, such as transition houses, seniors' centres, crisis centres, employment counselling centres, multi-service agencies, drug and alcohol centres, multicultural services, mental health services and the Ministry of Social Services.

Admission Requirements (Certificate Level Program)

In addition to Douglas College general admission requirements, student must:

- 1) meet the admission requirements for the Department of Child, Family and Community Studies (please refer to page ?)
- 2) provide evidence they have recently (in the last two years) completed at least 100 hours of work (paid or volunteer) in the social services field. This experience must have been acquired prior to the time of the selection interviews .
- 3) submit two letters of reference at the time of the selection process, one of which must come from a former supervisor in the social service field and which must verify hours and evaluate work performance.

Students are strongly advised to acquire basic computer skills (word processing) prior to entering the program.

A cassette tape on the program and a detailed information brochure are available in the Student Services area of the college. Applicants are encouraged to listen to the tape and discuss their plans with an Academic Advisor. Applicants are contacted by the Registrar's Office and advised of the program orientation meeting at which the dates for the selection process are confirmed. Attendance at both the orientation and selection process meetings is essential. Readiness of an applicant to enrol in the program on a full-time or part-time basis will be determined by the faculty selection team based upon specific criteria.

Part-Time Studies

Students may take the CSSW certificate on a part time basis over six semesters by taking approximately half of the full time credit load each semester. The course sequence for part-time students will be arranged in consultation with program faculty. Seat availability cannot be guaranteed for part-time students who do not follow the fixed-sequence.

Commencement Date and Deadline for Application

Enrolment in the program is limited. Applications must be submitted by April 1 each year. The program commences in September and may be taken on a full-time or a part-time basis. Students are advised to apply early as applications are processed on a first come, first served basis.

Program Requirements

The courses in the program are listed below and a brief description of each can be found in the calendar under *Discipline and Course Descriptions*. Detailed course outlines are available for reading in the Student Services area on campus.

Semester 1		Credits
CFCS 110	Introduction to The Professional Community	3
CFCS 120	Self and Others: Wellness	3
CFCS 130	Change and Development: Lifespan	3
CSSW 140	Community Social Service Work: Introduction	1.5
CSSW 162	Social Service Practice: Poverty & Financial Assistance Skills	3
		13.5
Semester 2		
CSSW 204	Community Social Service Work: The Non-Profit Agency	3
CSSW 220	Community Social Service Work: Counselling	3
CFCS 240	Practicum I	4.5
CFCS 261	Community Practice: Employment Counselling	3
CFCS 260	Community Practice: Addictions	3
		16.5
Summer Break		
Semester 3		
CFCS 320	Working With Others in Groups	3
CFCS 330	Change and Development: Family	1.5
CSSW 331	Change and Development: Family Under Stress	1.5
CSSW 340	Practicum II	6
CFCS 463	Community Practice: Mental Health	3
		15

Certificate exit point: 45 credits

Semester 4		
*CFCS 410	Advanced Issues: Reflection and Integration	3
*CSSW	440 Practicum - III	6
*CFCS 461	Community Practice: Supervision or elective	3
	*CFCS 462 Community Practice: Gerontology or elective	3
		15

Diploma exit point: 60

Note: Before graduation, a current basic First Aid Certificate must be obtained. This course is available through Community Programs and Services as Emergency First Aid CPR A. It is the student's responsibility to obtain this certificate and submit it to the Registrar's Office, before the deadline to apply for graduation, in order to qualify for a certificate in Community Social Services.

* These courses are under development. Semester four courses will be offered on a part-time or full-time basis, subject to funding approval.

Community Support Worker Program

This program has recently been restructured and is part of the Integrated Curriculum in the Department of Child, Family and Community Studies. Please refer to page 55 for further information.

The Community Support Worker program prepares students for employment in a variety of settings which support people with mental or multiple disabilities. The program includes classroom and field experiences. Graduates join professionals, family and friends in supporting people's participation in their communities.

This restructuring has resulted in a 45-credit, three-semester Certificate and a 60-credit, 4 semester Diploma.

Career Opportunities

This is a rapidly expanding field. Graduates from this program can choose from a variety of employment opportunities. School Districts employ graduates as classroom assistants; community agencies offer employment in life skills, day programs, residential settings and supported employment programs.

Admission Requirements (Certificate Level Program)

In addition to Douglas College general admission requirements, applicants must:

- 1) Meet the admission requirements for the Department of Child, Family and Community Studies, see page 55.
- 2) Provide evidence of completion of at least 100 hours of supervised work (paid or volunteer) in a program-related setting.
- 3) Students interested in the part time program must be experienced in the field. Students planning to take the program on a part time basis should contact the Program Coordinator for further information.

Commencement Date and Application Deadline

Application for the full-time program must be submitted by April 1 of each year. The part-time program accepts new students each semester. Early application is recommended as admissions are processed on a first come, first served basis.

Program Duration

The full time program starts in September of each year. The Certificate option continues for three semesters; the Diploma option is four semesters. There are opportunities for field-related work between semesters two and three.

Course	Title	Credits
Semester 1		
CFCS 110	Introduction to the Professional Community	3
CFCS 120	Self and Others - Wellness	3
CFCS 130	Change and Development : Lifespan	3
CFCS 140	Introduction to Practice	3
CSWK 150	Teaching and Learning I	3
Semester 2		
CFCS 220	Working with Others	3
CSWK 250	Teaching and Learning II	3
CSWK 270	CSW Practice I - Community Living	1.5
CFCS	Elective *	3
CFCS 240	Practicum I	4.5
Semester 3		
CFCS 320	Working with Others in Groups	3
CFCS 330	Change and Development II - Family	1.5
CSWK 350	Teaching and Learning III	3
CSWK 370	CSW Practice II - Personal Care	1.5
CSWK 371	CSW Practice III - Social Networks	1.5
CSWK 340	Practicum II	4.5
Semester 4		
CFCS 410	Advanced Issues: Reflection and Integration	3
CSWK 470	CSW Practice IV - Community Building	1.5
CSWK/CFCS	Elective**	3
CSWK/CFCS	Elective**	3
CSWK 440	Practicum III	4.5

* Choose 1 course from:

CFCS 260	Community Practice - Addictions
CFCS 261	Community Practice - Employment Counselling

CFCS 262 Community Practice - School Based or a selected University Transfer Course

** Choose 2 courses from the above or:

CSWK 450	Teaching and Learning IV
CSWK 460	Augmentative Communication
CFCS 460	Community Practice -Abuse
CFCS 461	Community Practice - Supervision Skills or approved University Transfer courses:
CFCS 462	Community Practice: Gerontology
CFCS 463	Community Practice: Mental Health

Note: Before graduation, a standard First Aid certificate must be obtained.

Consumer & Job Preparation Program for Adults With Special Needs

Purpose

The Consumer and Job Preparation Program offers a Job Preparation Series to instruct students in the social and human awareness skills necessary to get along on the job and to be safe in the community. In addition students explore their career options through job exploration.

Philosophy

Adults with a mental handicap have a right to education and training which will enable them to take part in productive, meaningful activities and thereby contribute to their communities.

The Program

The Job Preparation Series is designed for students with a mental handicap who are interested in acquiring the skills necessary to obtain and maintain competitive employment. Students investigate their career options through a minimum of three job explorations.

Students do not require reading and writing skills, but must have a method of communication. Students with a hearing impairment can be accommodated with an interpreter.

This course is continuous entry with students beginning when a seat becomes available. Students may take four to 12 months to complete training. Class is held at the College from 9am - noon, and job explorations are scheduled for half-time, usually in the afternoon. Upon course completion, students are referred to a number of community programs and services.

Areas of Training

Whenever possible, functional skills are taught in the natural environment. Training in a simulated environment

on College premises acts as a transition step. Job explorations are arranged with local employers and may occur in the morning or afternoon.

Skill training includes:

- ◆ Interpersonal Skills
- ◆ Problem Solving
- ◆ Break Skills
- ◆ Self-Advocacy
- ◆ Hygiene and Appearance
- ◆ Self-Concept
- ◆ Assertive Behaviour
- ◆ Understanding Employment
- ◆ Conversational Skills
- ◆ Routines in the Workplace
- ◆ Leisure Skills
- ◆ Rights and Responsibilities
- ◆ Public versus Private
- ◆ Work Habits and Behaviours
- ◆ Relationships
- ◆ Interview Skills
- ◆ Personal versus General
- ◆ Career Choice

Admission Requirements and Procedures

Referrals to the program are made through Services to People with Mental Handicaps, Region C, Ministry of Social Services. Anyone interested in applying should contact Services to People with Mental Handicaps in their community:

Burnaby: 660-8124

New Westminster, Coquitlam, Port Coquitlam & Port Moody: 527-1220

Pitt Meadow, Maple Ridge, Mission: 463-5592

After referrals are received by the College faculty, potential students will have an Assessment Interview. They may be directly accepted into the program or placed on a wait list. Students presently in Grade 12 should be interviewed preferably before the end of the school year.

Fees for the program are paid by Services to People with Mental Handicaps, Region C, Ministry of Social Services. For further information contact Consumer and Job Preparation at 527-5171.

Co-operative Education Program

The Douglas College Co-operative Education Program is a unique program which enables students to integrate academic studies with related, practical work experiences. Co-op students alternate semesters of classroom studies with semesters of paid, full-time employment, under the guidance of College faculty. The goal of Co-operative education is to help students develop the necessary confidence and *hands-on* skills to succeed in today's competitive job market.

The College's Co-op Offices develop work placement contacts with local business, industry and government. Through a competitive application and interview process, students are matched with these co-operating employers. Although the College cannot guarantee work placements to all qualifying students, the Co-op coordinators try to help each student to arrange a suitable placement. Considerable care is taken to match the skills, knowledge and aspirations of each Co-op student with employer requirements.

Co-operative education is offered in conjunction with the following programs: Accounting, Administrative Management, Computer Information Systems, Marketing Management, Print Futures, University Transfer Arts and Sciences, University Transfer Commerce (SFU), Financial Services.

Admission Requirements

To be eligible for the Co-op Program, students must:

- 1) be registered full-time in a program of study at Douglas College (for the purpose of Co-op a total of nine credit hours minimum).
- 2) have completed at least 18 credits at Douglas College prior to their first Co-op work term, and
- 3) have attained a minimum grade point average of 2.33 (C+) in previous course work at Douglas College.
- 4) a personal interview with Co-op coordinator.

Admission requirements for programs offered by Commerce & Business Administration are currently under review.

Commencement Date and Application Deadline

The timing of the initial work term varies depending on each student's program of study and the availability of appropriate Co-op positions. Interested students are encouraged to apply to the program early in their first semester of studies to allow the Co-op staff sufficient time to explore potential placements. Applications are as follows:

For Summer placement-February 1

For Winter placement-October 1

Program Requirements

To remain enrolled in a Co-op program, students are required to:

- 1) continue to attend full-time during study terms, 2) maintain a grade point average of 2.33 (C+), 3) receive satisfactory evaluations of work term performance from both the employer and the college.

Nine College credits will be awarded for each completed work term. Upon successful completion of two work terms, students are eligible for a Diploma (in their area of specialization) with a Co-operative Education designation.

Note: For further information, contact the Co-op Office, 527-5100, located in Commerce & Business Administration, room 4300.

Criminology Programs

The Douglas College Criminology program offers three options. The first is the Diploma in Criminology, the second is a program of University Transfer and the third is the Criminal Justice Certificate program. New students should consult with an academic advisor at Douglas College to ensure that course selections will lead to their goal.

Diploma Program

Careers in the criminal justice field demand increasing knowledge, skills, and sensitivity. The diploma program seeks to prepare students to enter this field as practitioners or academics with the ability to meet the day-to-day requirements of their various occupations. Through the study of the central issues in Criminology and the structures and processes found in the Canadian justice system students learn to appreciate the complex problems encountered in enforcing the law and punishing offenders.

Students may transfer to a university upon completion of the program to pursue a degree in Criminology or some other field. Students who successfully complete the program are eligible for a Diploma in Criminology.

Admission Requirements

Douglas College general admission requirements apply to the Criminology program. An effort is made to offer the complete program to both full-time and part-time students.

Students should consult periodically with the Criminology faculty or an academic advisor about course selection and other questions.

Commencement Date and Application

Deadline

Students may commence classes in September or January. It is advisable to apply as early as possible. In order to complete this two-year program in four sequential semesters it is advisable, but not necessary, to start the program in September.

Program Requirements

The student must successfully complete 60 credits of university transfer courses. Program requirements are as follows:

- 1) Core Courses (33 credits)
 - Criminology 100, 140, 150, 160, 260
 - Criminology 120 or 170
 - Criminology 251 or 252
 - English 130
 - Philosophy 101, 102, 152 or 103, 201
 - (choose one) Psychology 100
 - Sociology 25
- 2) Criminology courses (12 credits), selected by the student,
- 3) Electives (15 credits), including at least six credits of non-Criminology courses. Course options outside the criminology discipline include any university transferable course. The following are suggested as relevant to the Criminology diploma: Anthropology 100, 120, 160
Geography 111, 160, 180
History 109, 113, 114
IDST 100
Political Science 120, 135
Sociology 230, 240, 250

Semester I

Course	Descriptive Title	Credits
*CRIM 100	Introduction to the Criminal Justice System	3
*PSYC 100	Foundation of Contemporary Psychology	3
*SOCI 125	Social Processes	3
*ENGL 130	Academic Writing (or any first year literature course)	3
*CRIM 160	Canadian Legal System	3
		15

Semester II

*PHIL 101/102/152 or 10/201 (choose one)		3
*CRIM 150	Introduction to Criminology	3
*CRIM 260	Criminal Law	3
*CRIM 120/170	(choose one)	3
	Elective	3
		15

Semester III

*CRIM 251/252	(choose one)	3
*CRIM 140	Interviewing	3
CRIM	Option	3
	Electives	6
		15

Semester IV

CRIM	Option	3
CRIM	Option	3
CRIM	Option	3
	Electives	6
		15

*Required core courses

Students wishing to satisfy the SFU transfer requirements (the first two years of a B.A. in Criminology) should take those courses required for the Diploma in Criminology and choose the following electives: CRIM 251 & 252, CRIM 254, CRIM 261, PSYC 200 and PSYC 300.

University Transfer Programs

Many Criminology courses are transferable to various degree programs. The University of British Columbia, (including the Faculty of Arts and School of Social Work), Simon Fraser University (including the School of Criminology), University of Victoria, University of Regina, University of Ottawa and University College of the Fraser Valley (see Criminology faculty member for further information).

Students intending to transfer to any of these institutions must consult the calendar and transfer guide of the receiving institution. Many variables affect course transferability (grades, course combination, etc.) and students must consult the institution they plan to attend after Douglas College for current course equivalencies and transfer information.

Criminology courses, therefore, are useful as transferable electives for students in other programs. Students who are unsure of the transfer status of a course should consult an academic advisor, or for B.C. universities, the course description section of this calendar.

Certificate Program

The Criminal Justice Certificate program appeals to students who do not plan to transfer to university but who want to take a series of courses in the field of criminal justice in order to increase their knowledge of the structures and processes in the Canadian justice system.

For many, this provides an opportunity to consider vocational goals or to prepare for access to justice-related occupations. The majority of courses in the program are university transfer courses so students, if they wish, can continue their studies at a university.

A joint certificate in Criminal Justice Studies is offered through the Native Education Centre. Students are selected by the Native Education Centre.

Students who successfully complete the program are eligible for a Certificate in Criminal Justice Studies.

Admission Requirements

Regular College admission requirements apply to this program. An effort is made to provide the complete program to both part-time and full-time students.

Note: Students should consult an academic advisor concerning program plans.

Program Duration

This certificate program can be completed in one year. In order to complete the one-year program in two sequential semesters, it is advisable, but not necessary, to begin the program in September. The program may also be completed on a part-time basis.

Program Requirements

The student must successfully complete 30 credits: 21 credits of core courses, 6 credits of Criminology options and 3 credits of electives (normally any 3 credit course). The following is a typical program of study for the Certificate in Criminal Justice Studies.

Semester I

Course	Descriptive Title	Credits
*CRIM 100	Introduction to the Criminal Justice System	3
*PSYC 100	Foundations of Contemporary Psychology	3
*ENGL 130, CMNS 110, CMNS 111, CMNS 115 (choose one)		3
*SOCI 125	Social Processes	3
*CRIM 120	Introduction to Law Enforcement	3
		15

Semester II

*CRIM 160	Canadian Legal System	3
*CRIM 170	Introduction to Corrections	3
CRIM	Option	3
CRIM	Option	3
Elective	(any U.T. course)	3
		15

*Required core courses.

Dental Auxiliary Programs

The Dental Auxiliary Program offers education and training for dental assistants at two levels: Level I Basic Dental Assistant and Level II Certified Dental Assistant. The skills for these two levels are taught throughout the 10 month program.

Level I Basic Dental Assistant:

Dental Assistants provide support services to dentists during patient care. These auxiliaries work primarily in private practice, contribute to the efficient delivery of dental services and share in the responsibility for patient education.

Level II Certified Dental Assistant:

Registered licensed dental assistants provide dental services to patients. The patient care provided by Level II dental assistants is preventive in focus.

The objective of the program is to prepare dental assistants to practice their technical and professional skills as Level I and Level II dental assistants with a high degree of competence.

Students who successfully complete the program receive a certificate in Dental Assisting.

Admission Requirements

Students entering this program should have an interest in working with people, an aptitude for sciences, a sense of responsibility, a desire for professional service, and be manually dexterous. Before admission students must:

- ◆ be 18 years of age or older on the first day of class,
- ◆ provide a doctor's certificate stating the applicant is in good physical health and free from communicable diseases,
- ◆ successfully complete three (3) tests - Reading (Grade 11 Comprehension test), Writing (Basic Literacy Skills), and Mathematics (Computational Skills), and
- ◆ have high school graduation, or have completed a post secondary course in reading and study skills in the past 12 months, or have completed a course in basic sciences at the Grade 11, 12 or post secondary level, and
- ◆ participate in an interview to determine suitability for the field of dentistry.

Commencement Date and Application Deadline

Enrolment in the Dental program is limited to one intake per year. The program commences in September. Applications are processed on a first-come, first-served basis, therefore early application is recommended. This closed-professional program can accommodate only a limited number of students, therefore, applicants may not be admitted to the semester of their choice.

Program Duration

The program, including a one month practicum period, is a ten-month full-time program consisting of three consecutive semesters. Students are placed in dental offices in Vancouver or outlying areas.

Hours: 0800 - 1800 Monday to Thursday.

All students are required to spend Fridays in a Dental Office.

Dress

White duty shoes, uniforms (any colour), lab coats, personal safety glasses and name tags must be purchased and worn in all clinical classes and while working in a Dental office.

Other

Upon entering the course, students must provide a dental screening form signed by his/her dentist. During the program students are required to take a Cardio-Pulmonary Resuscitation course. This course costs each student an additional \$35 (approximately) and is non-credit. Each student is expected to provide thirteen (13) patients for the following intra-oral procedures:

- ◆ rubber cup prophylaxis
- ◆ fluoride treatment
- ◆ x-rays
- ◆ fissure sealants.

On completion of the program, students are eligible to apply to the College of Dental Surgeons of B.C. to obtain a license in order to practise as a Level II Certified Dental Assistant in British Columbia.

Before becoming licensed the student must have:

- ◆ Successfully met the requirements of the program
- ◆ a current CPR Certificate (LEVEL C)

Costs

In addition to tuition fees, the following estimated costs are required:

Clinical and Laboratory attire	\$250
Textbooks.....	\$500
C.P.R. Course	\$35
Safety Glasses	\$50

Note: Specific information about the purchase of appropriate instruments, equipment, clinical attire, textbooks and other items is provided at the interview.

Program Requirements

Semester I

Course	Descriptive Title	Credits
CHDA 107	Dental Radiology Theory	1.5
CHDA 10	Applied Dental Sciences	1.5
CHDA 109	Applied Anatomy for Dental Assistants	3
CHDA 118	Reception Skills for Dental Assistants	1.5
CHDA 111	Basic Dental Assisting Skills	9
CMNS 215	Interpersonal Communications For Dental Auxiliaries	3
		<u>19.5</u>

Semester II

CHDA 212	Plan to Provide Dental Health Education	3
CHDA 214	Plan for Direct Patient Care	3
CHDA 215	Applied Nutrition/Pharmacology	2
CHDA 216	Dental Assisting Theory	2
CHDA 217	Advanced Dental Assisting Skills	9
		<u>19.0</u>

Semester III (2 months only)

CHDA 360	Provide Direct Patient Care	5
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Developmental Education Programs

Developmental Studies

The Developmental Studies Program offers a variety of courses designed to help adults upgrade their education. DVST courses help students develop skills in reading, writing, study skills, mathematics and science from a basic literacy level onwards. These courses prepare students for further learning in vocational training courses, career programs or academic courses at Douglas College or elsewhere.

In order to help students learn how to study independently as well as in a classroom setting, various instructional methods are used. Instructors are available to give on-going individual help when needed. The focus is on assisting students to develop their own learning potential. Mastery and graded models of evaluation are used and students receive regular feedback and informal progress reports from their instructors.

Comprehensive developmental studies programs are offered at both the New Westminster Campus and the Maple Ridge Campus.

Program Duration

Students may attend the program on a full-time or a part-time basis. The program is offered in Fall and Winter Semesters at both locations. Courses are available during the day and night at both New Westminster and Maple Ridge.

Selected courses are also offered during the summer semester at New Westminster.

Admission Requirements

In accordance with regular College admission requirements, students should be at least 19 years of age when they enter the program (or be a minimum of 17 years old and have been out of school for one year or more).

All students who apply for admission to the program are assessed in different skill areas. Students are placed in courses at levels appropriate to their current abilities based on the results of these assessments.

At the basic literacy level, students are interviewed to determine placement. Literacy students must be able to demonstrate the ability:

- ◆ to understand and use spoken English
- ◆ to follow oral instructions
- ◆ to verbally express goals and expectations about the program
- ◆ to converse and to ask and answer topical questions

Commencement Date and Application Deadline

Students may apply for admission to the program throughout the year. First, the regular application form for College admission must be completed. Then, students wanting to attend either New Westminster or Maple Ridge should attend an information session and interview/assessment appointment before classes begin.

Students should contact the Assessment Centre for an appointment.

Financial assistance is available for some students to help offset the cost of courses, books, supplies, etc., from the B.C. Government's Adult Basic Education Assistance Program (ABESAP).

Students should apply for assistance at least one month before they start classes.

Note: For more information about ABESAP, contact the Student Finance and Placement Office at Douglas College at 527-5105

Students with a sponsor who will pay their fees must inform the Admissions Office and fill out the appropriate forms before classes begin.

Note: For further information phone Developmental Studies at 527-5463. Maple Ridge students can get information by calling 467-6811.

The I Care Project:

Learners who join the *I Care Project* meet with a trained volunteer once a week. The volunteer tutors teach literacy students reading and writing on a one-to-one basis. All inquiries for basic skills instruction are confidential.

Note: For more information, call I CARE at 527-5409.

Volunteer Tutors Needed

Volunteers are needed to tutor adults in basic literacy skills. Douglas College offers free training to adults willing to commit themselves to a tutoring relationship for one year. Training consists of approximately 20 hours of workshop instruction and 10 hours of classroom experience.

Note: For more information, please call I CARE (Individual Community Adult Reading Education) at 527-5409.

Educational Upgrading

Douglas College offers the following courses which, chosen in consultation with counsellors and Developmental Studies instructors, provide preparation for further learning:

DVST 100	Literacy
DVST 110	Mathematics - Literacy Level
DVST 210	Mathematics - Fundamental Level
DVST 220	Spelling - Fundamental Level
DVST 230	Word Study - Fundamental Level
DVST 241	Learning and Study Skills I
DVST 250	Writing - Fundamental Level
DVST 255	Reading/Writing - Fundamental Level
DVST 260	Developmental Reading - Fundamental Level
DVST 310	Mathematics - I
DVST 320	Spelling - Intermediate Level
DVST 341	Learning and Study Skills - Intermediate Level
DVST 350	Writing - Intermediate Level
DVST 360	Developmental Reading
DVST 370	Science - Intermediate Level
DVST 410	Mathematics II
DVST 411	Mathematics III - Advanced Level
DVST 413	Mathematics Advanced Level - Study Skills
DVST 441	Learning and Study Skills - Advanced Level
DVST 450	Writing - Advanced Level
DVST 460	Developmental Reading - Advanced Level
DVST 470	Science - Advanced Level
DVST 472	Biology - Advanced Level A

DVST 473	Biology - Advanced Level B
DVST 474	Chemistry -Advanced Level
DVST 476	Physics - Advanced Level

College Preparatory Courses

In addition to the DVST courses listed above, the College offers a variety of courses designed to assist students to develop the skills necessary to succeed in college. They are of special interest to students who have completed their secondary schooling and have been away from school for a number of years, as well as to students who want to brush up on some basics. These courses include:

CHEM 104	Preparation for General Chemistry
ENGL 124	Writing Skills
EASL 001	Student Success in EASL
EASL 135, 235, 335, 435	General English for Students of English as a Second Language
EASL 145, 144	Lower Intermediate Listening for Students of English as a Second Language
EASL 155, 154	Lower Intermediate Conversation for Students of English as a Second Language
EASL 165, 164	Lower Intermediate Reading for Students of English as a Second Language
EASL 175, 174	Lower Intermediate Composition for Students of English as a Second Language
EASL 285	Basic Pronunciation Skills for Students of English as a Second Language
EASL 245, 244	Upper Intermediate Listening for Students of English as a Second Language
EASL 255, 254	Upper Intermediate Conversation for Students of English as a Second Language
EASL 265, 264	Upper Intermediate Reading for Students of English as a Second Language
EASL 275, 274	Upper Intermediate Composition for Students of English as a Second Language
EASL 345, 344	Advanced Listening for Students of English as a Second Language
EASL 355, 354	Advanced Conversation and Discussion for Students of English as a Second Language
EASL 365, 364	Advanced Reading Skills for Students of English as a Second Language
EASL 375, 374	Paragraph and Essay Composition for Students of English as a Second Language
EASL 376	Editing and Proofreading for Advanced

	Students of English as a Second Language
EASL 385	Advanced Pronunciation Skills for Students of English as a Second Language
EASL 445	College Preparatory Listening and Notetaking for Students of English as a Second Language
EASL 455	College Preparatory Discussion and Participation Skills for Students of English as a Second Language
EASL 464	College Preparatory Reading Skills for Students of English as a Second Language
EASL 465	College Preparatory Reading Skills for Students of English as a Second Language
EASL 474	Essay Composition and Research Papers for Students of English as a Second Language
EASL 475	Essay Composition and Research Papers for Students of English as a Second Language
EASL 490	EASL for Psychology 100 students
EASL 495	EASL for Economics 101 students
EASL 496	EASL for English 130 students
EASL 497	EASL for Music History 220 and 221 students
EASL 498	EASL for English 106 students
HUMD 100	Personal Development
HUMD 142	Career Explorations
HUMD 144	Career and Lifestyle Planning
HUMD 145	Job Search Skills
HUMD 152	The Dynamics of Interpersonal Relationships
LIBR 111	Skills for College Library Research
MATH 101	Basic Algebra
PHYS 104	Practical Physics
RESS 100	Reading Skills for College
RESS 110	Study Skills for College

Note: Students are encouraged to consult with an Academic Advisor in Student Services for assistance in assessing which courses they need.

Career and Employment Preparation (For Adults With A Disability)

The Career and Employment Preparation Program is a full-time program designed to provide an ongoing supportive environment for adults with a disability in order to explore career alternatives, enhance communications skills, develop positive work habits, acquire employment finding skills

and obtain work experience. The program will prepare the student to obtain immediate employment or to plan further training. Four weeks of work and/or training experience is included. Length of the program is 14 weeks. The program will be offered in the Winter and Fall semesters. Students who successfully complete this program will receive a citation.

Admission Requirements

Please contact the Transition Planner at 527-5120 for further information.

Program Requirements

Course	Descriptive Title	Credits
CAEP 201	Career Exploration and Planning	3
CAEP 202	Job Preparation and Maintenance	3
CAEP 203	Interpersonal Skills for the Work Place	3
CAEP 204	Job Search Skills	3
CAEP 205	Work Placement	3

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New Directions

New Directions provides preparatory skills and educational support for adults with head injuries who are entering academic or career programs at post-secondary institutions. The program will enable adults with head injuries to learn the skills necessary for a successful transition into post-secondary educational programs.

The Skills Development course is for students who would like to begin or re-enter a program of college study, but find they need to develop study and learning skills in order to be successful students.

The Learning Lab provides tutoring and skills development for students who are already registered at Douglas College or at another post-secondary institution.

Please contact the Transition Planner at 527-5120 for more information.

English as a Second Language

English as a Second Language courses are for students whose first language is not English. Douglas College has EASL courses in the four language skills: listening, speaking, reading and writing. The College also offers adjunct EASL courses which assist students with regular college courses.

The program is a College Preparation program and is most suitable for students who would like to develop their English skills for the purpose of studying in a college or university setting. Some students may benefit from taking EASL courses and regular college courses at the same time.

Students can study full-time (four or five courses) or part-time (one, two, or three courses).

The EASL discipline also offers five and seven-week immersion programs in May and June and a six-week

program in July and August. Call 527-5410 for program information.

Citation of Proficiency In College Preparation English

Students who receive Mastery in EASL 445 (Listening and Note taking), EASL 455 (Discussion and Participation), EASL 465 (Reading), and EASL 475 (Composition) are eligible to apply for the Citation of Proficiency in College Preparation English. The adjunct courses EASL 495 and EASL 490 may be considered alternatives to EASL 465.

When and where are these classes scheduled?

Classes are offered at the New Westminster campus, morning, afternoon, and evening, 12 months of the year. The Fall term is from September to mid-December. The Winter term is from January to April, and the Summer term is from early May to August. Each term is 14 weeks. Most classes are four hours a week.

Application and Assessment Information

All students who speak English as a second language are eligible for EASL classes. No application procedure is required for students who have already been admitted to other Douglas College programs.

New students should apply to enter the General Studies program. (Note: See Admission Requirements for Details) Canadian citizens, landed immigrants, and those with student, work, or diplomatic visa are eligible.

All students must have an EASL assessment to determine appropriate course levels before registration.

Students who wish to arrange for an assessment should contact the Developmental Studies office to register for a testing and information session. Limited spaces are available to new students, and students are advised to make arrangements for EASL assessment as soon as possible.

Note: For information about courses and orientation sessions visit or phone the EASL Department at:

EASL Department, Douglas College Room 4200, 700 Royal Avenue New Westminster, B.C. or telephone 527-5463.

General Educational Development Test (GED)

The General Educational Development Test is a series of five comprehensive examinations in the areas of Writing Skills, Social Studies, Science, Reading Skills and Mathematics. They are designed to measure as directly as possible the major generalizations, ideas and intellectual skills that are normally gained through 12 years of formal education. Many adults who did not graduate from secondary school have acquired skills, through work and study experiences, at or above secondary school level. The GED tests provide an opportunity for these people to earn an official document that states they have secondary school equivalency. This may help them qualify for better jobs, for promotions or for admission to post-secondary educational institutions. The credentials issued on the basis of GED test scores are widely accepted as meeting secondary school graduation

requirements for purposes of employment, promotion and licensing. In addition, some colleges and universities accept satisfactory GED test scores in place of completed secondary school transcripts for admission purposes. The Ministry of Education cannot guarantee that such certificates will be accepted by employers or post-secondary institutions in every instance; experience in other jurisdictions, however, indicates these certificates may be useful. Additionally, some people may wish to take the tests for personal satisfaction.

The following is a brief description of the five tests:

- 1) **Writing Skills Part 1:** covers spelling, diction and style, punctuation and capitalization, sentence structure, logic and organization, and word usage (75 min.). **Part 2:** requires a written essay of about 200 words on a given topic, measures the ability to organize and express thoughts in writing (45 min.).
- 2) **Social Studies:** questions based on reading passages which cover history, economics, political science, behavioural science and geography (85 min.).
- 3) **Science:** questions pertain to biology, earth science, physics and chemistry; contains two types of questions, 1) which requires an understanding of basic concepts and 2) which are related to specific written information or passages (95 min.).
- 4) **Interpreting Literature and the Arts:** questions based on passages from prose literature, practical reading, poetry and drama (65 min.).
- 5) **Mathematics:** emphasis is on the ability to solve real-life problems; covers arithmetic (fractions, decimals, averages, etc.), algebra (graphs, factors, equations, etc.), and geometry (area, angles, congruence, etc.). Some interpretation of data contained in graphs, charts, tables and diagrams is required (90 min.).

Requirements

To be eligible to write the test, students must:

- ◆ be at least 19 years of age,
- ◆ be a British Columbia resident for at least six months immediately preceding the date of application,
- ◆ have been out of school for at least one full academic year,
- ◆ not have received a Grade 12 graduation certificate from any institution.

Fees

There is a \$40 (incl. GST), non-refundable administration fee for any or all of the tests; it must be paid at the time of application. Payment should be made by cheque or money order; payable to: Minister of Finance, Government of British Columbia.

Application

Application forms are available from the Office of the Registrar or by writing or phoning:

Chief Examiner GED Testing Program
Ministry of Education
Victoria, British Columbia V8V 2M4
Telephone: 356-2426

Application forms and the administration fee must be received by the Ministry of Education at least 21 days prior to the testing date and should indicate the students' preferred date and centre for writing the tests. Students will then receive from Victoria a letter verifying the date and location of the testing session. Regularly scheduled testing sessions are held six times a year at Douglas College.

Note: Contact other colleges directly for information about their testing schedules.

GED Test Preparation

Students who recognize that they may require upgrading in order to complete the GED test series successfully, should consider completing three Developmental Studies courses:

DVST 210 Mathematics Fundamental Level

DVST 350 Writing - Intermediate Level

DVST 360 Developmental Reading

For entrance to these courses, please refer to the calendar section "Developmental Education Programs" - upgrading.

Secondary School Equivalency Certificate

Students who complete the tests successfully receive a British Columbia Secondary School Equivalency Certificate. Test records are kept at the Ministry of Education.

The tests are used as a basis for awarding Secondary School Equivalency Certificates in the Provinces of British Columbia, Manitoba, New Brunswick, Newfoundland, Nova Scotia, Prince Edward Island, Saskatchewan, the Northwest Territories, the Yukon Territory and, also, all of the United States, American Samoa, the Canal Zone, Puerto Rico, and the Trust Territory of the Pacific Islands.

Douglas College does not require a Grade 12 standing for admission. Students may be granted admission if they:

- ◆ are 19 years of age or over on the first day of the current semester, OR
- ◆ have not been in regular day-time attendance at school for a minimum of one year, and are at least 17 years of age on the first day of the current semester.

However, students applying for admission to specific programs of study should check the entry in this calendar for additional requirements.

Note: Those interested in enrolling at Douglas College should see a Douglas College Counsellor or Academic Advisor.

Retention of GED Records

The Ministry of Education will retain GED records for only three years. Candidates not successfully completing all five tests will have up to three years to pass the remaining tests before the results of the earlier tests are destroyed.

..... **Dispensing Optician Program**

Note: This program will be offered pending final funding approval

The Dispensing Optician Program will commence in September 1995 (subject to final funding approval). It will be the only program of its kind in Western Canada. This full time day program will offer educational preparation at both the certificate (one year) and diploma (two year) levels. Graduates of the one year option will receive a Certificate in Dispensing Opticianry - Eyeglasses. Graduates of the two year option will receive a Diploma in Dispensing Opticianry - Contact Lenses. Graduates of both options will be eligible to apply for licensure through the College of Opticians of British Columbia. Licensure is now a requirement for practice in the field of opticianry in B.C.

In the future, direct entry into second year of the program is planned for those individuals already employed within the optical field and desiring educational qualifications in the fitting of contact lens. Details of the direct entry into second year option will be made available through the Department of Health Sciences during the next year.

This program, though offered at the Royal Avenue Campus in 1995 - 1996, will move to the new Pinetree Way Campus into specially constructed and equipped state-of-the-art laboratory facilities in 1996 - 1997.

Dispensing Opticians work within the vision care industry as part of a team with ophthalmologists and optometrists. They are skilled professionals who specialize in filling prescriptions for eyeglasses and contact lenses. This includes measurements of the eye and facial contours of the patient, preparing and delivering work orders, assisting the patient with lens and/or eyeglass selection, patient teaching, sales promotion and small business management practices.

Career Opportunities

There are a range of career opportunities in the rapidly-expanding field of vision care. Graduates can expect employment in retail eyewear outlets, and optometrists' or ophthalmologists' offices. After a period of employment, graduates could progress to an expanded practice role such as ownership and management of an outlet/franchise, working within a large optical business in a managerial position or as an agent selling eyewear and accessories.

Admission Requirements

A. High School Graduates:

High school graduation in B.C. or its equivalent with completion of Academic Mathematics 11 with a grade of C or better. Note: Academic Mathematics 11 does not include Intro Math 11, Math 11A, Consumer Math 11 or similar courses. Graduates without the Academic Mathematics requirement must **have a final grade of C or better** in the

Douglas College course DVST 411. See the Developmental Studies and Mathematics sections of this Calendar for details and equivalencies.

B. Non-High School Graduates:

1. Completion (pass) of two 3 credit university transfer courses (college level). It is recommended that applicants take CISY 110 or its equivalent, since this is included in the program.

2. **A grade of C or better** in academic Mathematics 11 or in the Douglas College course DVST 411. See the Developmental Studies and Mathematics sections of this Calendar for details and equivalencies.

C. All Applicants:

1. Since students will be required to take Communications 115 and 216 in the program, they must achieve a minimum designation of the Douglas College Writing Assessment to allow entry into Comm 115. See the Communications section of this Calendar for exemptions, substitutions and equivalency assessments.

2. Signed documentation of a tour/information session of a retail optical outlet that provides an overview of all aspects of the field. A list of retail optical outlets will be made available by the program to applicants as well as a form providing an outline for the visit and for its documentation.

3. Provide two written references attesting to the applicant's academic and personal ability related to the proposed field of study, using a reference form that will be made available by the program.

4. Applicants may be required to attend a personal interview that will be used for the purposes of providing information and academic counselling.

Program Duration:

The program is offered on a full-time basis during the day schedule of the college. Students begin classes in September and conclude the year in June.

Program Requirements:

The curriculum is currently under development. It will use as its basis the Northern Alberta Institute of Technology Distance Delivery Ophthalmic Dispensing Program. This base will allow graduates to achieve licensing reciprocity in other Canadian Provinces. In addition to this base for the theory core courses, there will be communications, computers and business management courses as well as laboratory and practicum courses. There will be approximately 16-18 credits of study required per semester.

Details of the curriculum will be available through the Department of Health Sciences by April 1995.

Application Deadline:

May 1 (This deadline may be extended) for the September 1995 intake. Early application is advised, since there are a limited number of seats available in the program.

Early Childhood Education Program

This program is part of the Integrated Curriculum in the Department of Child, Family and Community Studies. Please refer to page 55 for further information.

In 1993, the Early Childhood Education Program was restructured to core some courses with other programs in the Department. At the same time new courses were developed leading to a three-semester (45 credit) Certificate in Early Childhood Education and a four-semester (60 credit) Diploma in Early Childhood Education. Part-time and post-basic students who entered their programs prior to September 1993 will be able to receive certificates, post-basic citations and diplomas (based on the old criteria and using course equivalencies) until June 1996. Students in process or wishing to update their training can contact the ECE Coordinator for individual educational advice.

Career Opportunities

The need for early childhood educators to work with young children in child day care centres and other early childhood education facilities has increased significantly in recent years. Some of the reasons for this increase in the need for these services are women in the work force, inclusion of children with special needs in mainstream programs and the growing numbers of infants and toddlers requiring care outside the home.

To meet this need, Douglas College offers an Early Childhood Education Diploma Program which prepares women and men for employment in this challenging and rewarding field.

In each semester, courses reflect the following content themes: growth and development, methods, curriculum, self and others and the professional community. The theoretical material is integrated with laboratory and field experience. Embedded in each course are the philosophical strands of cultural diversity, the child in the context of the family and inclusion of all children in Early Childhood Education programs.

The Program is approved by the Provincial Child Care Facilities Licensing Board (CCFLB), which keeps a registry of those who have completed their course of study (ECED Diploma).

Admission Requirements (Certificate Level Program)

In addition to Douglas College general admissions requirements, students entering the certificate program must:

- 1) meet the admission requirements for the Department of Child, Family and Community Studies (please refer to page 56).
- 2) submit at the time of the interview letters of reference from two persons (character references from reputable

community members and/or persons familiar with the applicant's experience in working with young children).

3) demonstrate a threshold-level reading ability.

A cassette tape on the program is available in the Student Services office. Applicants are encouraged to listen to the tape and discuss their plans with an Academic Advisor.

Applicants are advised to spend a minimum of two full days in a licensed preschool/child day care centre to familiarize themselves with the career field.

Readiness of an applicant to enrol in the program will be determined by the faculty selection team based upon specific criteria.

Before certificate graduation, students must submit a current Emergency or Standard First Aid Certificate to the Office of the Registrar. The Red Cross Standard First Aid/CPR Level B course is offered through Community Programs and Services at Douglas College.

Commencement Date and Deadline for Application

Applications must be submitted by April 1 each year. The program commences in September and may be taken on a full-time basis. Enrolment is limited and students are advised to apply early as applications are processed on a first-come, first-served basis.

Program Requirements

The courses in the program are listed below and a brief description of each can be found in the calendar under *Discipline and Course Descriptions*. Detailed course outlines are available for reading in the Student Services office.

Semester I

Course	Descriptive Title	Credits
CFCS 110	Introduction to the Professional Community	3
CFS 120	Self and Others: Wellness	3
ECED 100	Growth and Development: Infants and Toddlers (Introduction)	3
ECED 120	Methods for Inclusive Play-based Infant/Toddler Care	3
ECED 182	Demonstration Laboratory: Observations of Infants and Toddlers	3
		15

Semester II

ECED 200	Growth and Development: Preschool Years	3
ECED 211	Professional Growth and Communication	3
ECED 220	Methods for Inclusive	

ECED 231

ECED 282

Semester III

ECED 300	Growth and Development: Early School Years	3
ECED 312	Working with Families in ECE Settings	1.5
ECED 320	Methods for Inclusive Play-Based Programs for Young Children	3
ECED 331	ECE Curriculum II	3
ECED 382	Demonstration Laboratory: Observation, Documentation and Preceptorship/Practicum	3
CFCS 330	Change and Development: Families	1.5
		15

Semester IV*

Students may select one of the following streams:

I. Infant/Toddler Stream

CFCS 410	Advanced Issues: Reflection and Integration	3
ECED 412	Administrative Skills for ECE Centres	3
ECED 400	Growth and Development: Infant and Toddler (Advanced)	3
ECED 420	Methods for Inclusive Play-Based Programs for Infant/Toddler Care	3
ECED 482	Demonstration Laboratory: Infant/Toddler Project Practicum	5
		17

II. Special Needs Stream

CFCS 410	Advanced Issues: Reflection and Integration	3
ECED 412	Administrative Skills for ECE Centres	3
ECED 440	Adapting Programs in Mainstreamed Early Childhood Settings	3
ECED 450	Mainstreaming in Early Childhood Education	3
ECED 483	Demonstration Laboratory: Special Needs Project Practicum	5
		17

III. Direct University Transfer Stream

CFCS 410	Advanced Issues: Reflection and Integration ECED 412 Administrative Skills for ECE Centres	3
ECED 412	Administrative Skills for ECE Centres	3
** University Transfer English Course		3
** University Transfer Psychology or Sociology Course		3
** University Transfer Psychology or Sociology Course		3
		15

* Semester IV course offerings are subject to funding.

** Students will select university transfer courses for this option from a pre-determined list of elective courses.

After completion of a Diploma (60 credits), the student may return for an additional post-diploma citation by completing the remaining courses in another fourth-semester stream and 2 approved electives.

Douglas College students who completed their certificates under the old model may "bridge" into the new diploma program by completing three credits of course work in each of the three areas of study shown below:

- 1) CFCS 110 Introduction to the Professional Community; or CFCS 400 Special Topics: Transitions (3 credits)
- 2) CFCS 120 Self and Others: Wellness; CFCS 130 Change and Development: Lifespan; CFCS 262 Community Practice: School-Based; or ECED 100 Growth and Development: Infants and Toddlers (Intro) (3 credits)
- 3) CFCS 330 Change and Development: Family; and ECED 312 Family Issues for Teachers of Young Children (3 Credits)

Students may then select one of the three streams offered in semester IV and complete the five courses as outlined above. Students with ECE Certificates from other programs should consult the program coordinator for advice and assistance with course planning.

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General Studies Program

The General Studies Diploma at Douglas College is awarded in recognition of individualized achievement in education at the College. The General Studies Program complements both the career and university transfer programs. It enables students to design a framework for studies independent of the requirements for the university transfer program or for specific career-technical programs.

Students may select courses in the calendar in which they are particularly interested and for which the prerequisites have been met. Some of the courses selected may offer transfer credit to a university, institute, or a professional school. Students qualify for the Diploma of General Studies upon completion of 60 credits and 20 courses.

Health Information Services Program

The Health Information Services Program offers interested students a two-year diploma program as a health record practitioner.

The Health Information Services Program is the sole program in British Columbia preparing individuals to work in positions classified as either Health Record Technician (HRT) or Health Record Administrator (HRA). The program has been at Douglas College since 1989.

The health record profession is an allied health career with an exciting future. This career combines aspects of business, health, computer science and research in a unique records and information management program. The profession has a traditional employment base in acute care hospitals and is expanding opportunities in a variety of health facilities, government agencies, community health and industry.

Career Opportunities

Health record professionals make a valuable contribution to the health care system through the collection and management of health information. They provide an essential information support service which contributes to: the delivery and evaluation of patient care; administrative decision-making, including financial planning and resource allocation; education of physicians and other health professionals; protection of confidentiality; and research.

Graduates will be eligible for a wide variety of jobs in health information management. Positions obtained could be either at the Health Record Technician (HRT) or Health Record Administrator (HRA) level.

Given the increased emphasis on health information in the new directions for health care in B.C., the graduate that demonstrates imagination and initiative may obtain employment in other new and unique health care settings. Opportunities also exist for health record practitioners wishing to further their education by specializing in management, computerization, total quality management, research, etc.

The Health Information Services Program is fully recognized by the Canadian College of Health Record Administrators (CCHRA). Successful completion of the national examination qualifies the graduate to work anywhere in Canada.

Admission Requirements

The **MINIMUM** requirements for this program include:

- ◆ Grade 12 graduation with a minimum C average including Biology 11, Math 11 and English 12. Math 11 must be current within the last three years. English 12 must be current within the last two years with a minimum grade of B.
- ◆ proof of keyboard skills of 35 wpm or permission of the Program Coordinator.

◆ an essay (maximum 500 words). Content should address such issues as what interests you about the health information program as a field of study and career path? What do you perceive are your major strengths and weaknesses? etc.

◆ a personal resume indicating positions you have held, educational background and one employment or school reference.

◆ a signed document indicating completion of a tour of a health record department in an acute care hospital according to program guidelines in the HISP Admissions Information Booklet.

◆ participation in a group information session held by a HISP Instructor. See HISP Admissions Information Booklet for schedule of dates and times. Individual sessions may be arranged under special circumstances, i.e. applicant from outside of the Lower Mainland.

◆ an additional individual interview may be required based on the outcome of the information session and/or essay.

◆ Credit for previous post-secondary studies and work experience may be granted as appropriate. As seats are limited applicants should apply early and ensure that their application is complete with all documentation.

NOTE: Typing, math and communication assessments will be available through the Douglas College Assessment Centre. Applicants should phone the Centre at 527-5501 for an appointment.

REFER TO THE HEALTH INFORMATION SERVICES PROGRAM ADMISSIONS INFORMATION BOOKLET FOR FURTHER INFORMATION. THE BOOKLET IS AVAILABLE FROM THE REGISTRAR'S OFFICE AND STUDENT SERVICES.

Program Costs

In addition to tuition fees (based on approximately 17 to 22 credits per semester) the following expenses may be expected:

- ◆ textbooks ranging from \$600 - \$800 per year
- ◆ professional association membership fees of \$50 - \$100 per year.
- ◆ examination fee of \$265 for writing the CCHRA national examination
- ◆ practicum expenses for travel and accommodation

Commencement Date, Application Deadlines and Program Length

Both year one and year two of this full-time program start in September with an intake of 28 students in the first year. Intake in the second year may increase to 30, in order to accommodate health record technicians entering directly into second year. The deadline for applications is May 31 and early application is advised. The program is open to both full-time and part-time students. The program is nine months long in both first year and second year.

The workload for this program is very demanding due to the large volume of material condensed into a relatively short period of time.

Students generally have 30 hours/week of scheduled classes including lectures, practice, seminars and labs. Some lectures/practices and labs are held at a local acute care hospital to facilitate the application of theory in a practical environment.

The Program includes two weeks of practicum at the beginning of, and a three week coding extramural at the end of, Semester II. The final practicum takes place for 10 weeks in April and May of second year, and includes a one-week intramural session at Douglas College. Students must be prepared to accept the financial cost of travel and living expenses for practicum sessions, and may be placed throughout the province for their practicum.

Direct entry into second year

Health record technicians may apply for direct entry into the second year of the program. HRT's must meet the Math or Algebra 11 prerequisites and have successfully completed all semester one and two courses or their equivalent. Courses are open on both a full-time and part-time day school basis.

Program Requirements:

Health Record Practitioner, Year One

Semester 1 - (14 classes, 1 evaluation = 15 weeks)

Course	Subject	Weekly Hours/Type	Credits
BIOL 103	Human Biology I	2 Sem, 3 Lab	3
CISY 110	Introduction to Computers	2 Lec, 2 Sem	3
HISP 100	Health Record Systems I	4 Lec, 2 Lec/Pra	4.5
HISP 101	Applied Medical Terminology	3 Lec	2.5
HISP 102	Applied Pathophysiology I	5 Lec, 1 Lec/Pra	4.5
HISP 107	Coding and Data Collection I	2 Lec, 1 Lec/Pra	2
Total		27	19.5

Semester 2 - (12 classes, 2 practicum, 1 evaluation = 15 weeks)

Course	Subject	Weekly Hours/Type	Credits
BIOL 203	Human Biology II	2 Sem, 3 Lab	3
CMNS 111	Workplace Communications	2 Lec, 2 Sem	3
HISP 200	Health Record Systems II	4 Lec	2.5
HISP 202	Applied Pathophysiology II	4 Lec, 1 Lec/Pra	3.5
HISP 207	Coding and Data Collection II	4 Lec, 4 Lec/Pra	6
BUSN 335	Business Probability and		

Statistics	4 Lec	3
Total	30	21

HISP 205	Introductory Practicum (2 weeks)	36.0 - 37.5 practicum/week	2
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Semester 2A - (Practicum, 3 weeks)

HISP 217	Coding Extramural (3 weeks)	36.0 practicum/week	3
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A minimum mark of 65%, excluding the Participation and Professionalism mark, is required to pass all HISP courses. The P & P mark will then be added in order to obtain the final mark.

Health Record Practitioner, Year Two**Semester 3 - (14 classes, 1 evaluation = 15 weeks)**

Course	Subject	Weekly Hrs/Type	Credits
BUSN 337	Research Applications I	3 Lec, 1 Sem	3
CISY 410	Microcomputer Concepts and Software Applications	3 Lec, 1 Lab	3
HISP 300	Health Record Administration	4 Lec, 4 Sem	6
HISP 307	Coding and Data Collection III	3 Lec/Pra, 3 Lab	3.5
HISP 317	Data Retrieval & Analysis I	2 Lec, 2 Lec/Pra	3
HISP 323	Quality Review Programs	2 Lec, 3 Sem	3
Total		31	21.5

Semester 4 - (10 classes, 1 evaluation = 11 weeks)

Course	Subject	Weekly Hrs/Type	Credits
BUSN 315	Supervisory Management	3 Lec, 2 Sem	3
BUSN 437	Research Applications II	2 Lec, 2 Sem	2.5
CISY 420	Advanced Microcomputer Concepts and Software Applications	3 Lec, 2 Sem	3
HISP 407	Coding and Data Collection IV	3 Lec/Pra, 3 Lab	2.5
HISP 412	Clinical/Financial Data Management	2 Lec, 3 Lec/Pra	3
HISP 417	Data Retrieval & Analysis II	3 Lec	3

Total	28	17.0
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Semester 5 - (Practicum, 1 Intramural = 10 weeks)

HISP 505	Health Record Practitioner Practicum (9 weeks)	36.0 - 37.5 practicum/week	9.5
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A minimum mark of 65%, excluding the Participation & Professionalism mark, is required to pass all HISP courses. The P & P mark will then be added in order to obtain the final mark.

Home Support Attendant Program

Please refer to page 55 for more program information.

There is a rapidly growing demand in B.C. for trained, caring people to work as Home Support attendants. To help meet this demand, Douglas College offers a Home Support Attendant Training Program. Home Support attendants provide in-house support to individuals and families in need, such as older persons and those with limiting health problems. The overall goal of the program is to enable students to work as sensitive helpers assisting clients in the home to achieve maximum independence. Typically this support includes: emotional support, basic health care assistance, upkeep of the home, food preparation and/or assistance with meal management, or childcare. The program is open both to people wishing to enter the career and to those currently employed in this field.

A Citation in Home Support Attendant Training is awarded upon successful completion of the program.

Career Opportunities

The program prepares students for employment in Home-maker/Home Support Agencies. These agencies provide the services of trained Home Support Attendants/Home Support Workers to the Ministry of Health, to the Ministry of Social Services and to private individuals. The program is provincially recognized.

General Program Admission Requirements

In addition to Douglas College general requirements, applicants must:

- 1) meet the minimum age requirement of 18 years
- 2) satisfactorily complete a content-based aural/oral and reading and writing test. Demonstrate a threshold level reading equivalent to Grade 9 level if previous education was acquired in the English language
- 3) have an acceptable level of physical and emotional health
- 4) submit a satisfactory current Criminal History Search
- 5) successfully participate in a personal suitability interview.

Program Duration

The program is offered on a part-time basis in the daytime (one day per week), plus several Saturdays each semester.

Areas covered are:

- ◆ communication skills for Home Support Attendants
- ◆ human needs as people grow and develop
- ◆ care of the home, home safety and sanitation, nutrition and meal management
- ◆ provision of basic personal assistance skills
- ◆ job orientation and occupational development

Program Requirements

Course	Title	Credits
HSAP 100	Health and Healing: Concepts for Practice - Introductory	1
HSAP 101	Health and Healing Concept for Practice	2
HSAP 110	Work Role - Introduction to Home Support Practice	1.5
HSAP 111	Healing: Personal Care Skills for Home Support	3
HSAP 112	Healing: Special Needs in Home Support	1.5
HSAP 113	Home Support Attendant: Practicum	1.5
HSAP 114	Home Support Attendant: Practicum Preceptorship	1.5
CFCS 120	Self and Others: Wellness	3

Note: Before graduation, a basic first aid certificate must be obtained.

Practicum Requirements

Students may be granted credit for their Home Support experience for the first semester practicum (50-plus successful hours of work in a community home support setting). Eligibility is determined by the College. Students new to the field must complete HSAP 113. All students complete HSAP 114 in the second semester.

Application Deadline

The application deadlines for the Home Support Worker Program are as follows:

For program beginning in January - October 1

For program beginning in September - April 1

Because there is a limited number of seats available, students should apply early.

Music Programs

Douglas College's comprehensive Music department offers two-year university transfer programs leading to a Bachelor of Music or Bachelor of Arts degree, and a one-year transfer program to SFU. Transfer is most direct to UBC, UVic, and SFU but many students have arranged transfer to other universities in Canada and the United States. Upon successful completion of all two-year program requirements at Douglas College, a student will receive a Diploma in Performing Arts Music.

In addition, the Music department offers a one-year, college credit program. The Basic Musicianship Program is designed to meet the needs of those who wish to gain further basic knowledge and skills but are not interested in pursuing a university music degree, or those who wish to pursue a university degree in music but require preparatory work. Upon completion of all requirements in this program, a student will receive a Basic Musicianship Certificate.

Career Opportunities

Most students intend to pursue a music teaching career in the public school system. The programs at Douglas College do provide a basis, however, from which students can direct further studies to performance, musicology, composition, and others.

Admission Requirements

In addition to meeting the general admission requirements of the College, students must complete the specific entrance requirements as explained below for each program. Prospective students for all music programs should attend an Information Session at which an Academic Advisor and a member of the Music faculty will explain all programs and procedures. For more information about Information Sessions contact Student Services at 527-5486.

University Transfer Programs

Prospective B.Mus. students must demonstrate satisfactory standards in performance and theory either through on-campus testing and auditioning or by other means approved by the Music department.

Performance:

The student must perform up to the following equivalent guidelines:

- ◆ keyboard concentrators: Grade 10 RCMT or equivalent
- ◆ wind, percussion, string instruments, voice and guitar concentrators: Grade 6 RCMT or equivalent

Theory:

The student must demonstrate a thorough knowledge of musical rudiments.

Basic Musicianship Program

Apart from the general College admission requirements, no audition or written entrance is necessary. Candidates must consult with the Music department, however, regarding the appropriate theory courses.

For more information on entrance requirements contact the Performing Arts office at 527-5495 or Student Services at 527-5486.

Commencement Date and Application Deadline

Intake occurs once a year, in September, for full-time program students with the possibility of first-time registration for some courses in January subject to permission of the music convenor.

Seats are limited in all programs. Students are encouraged, therefore, to apply as early as possible. Auditions and theory testing for the B.Mus Program take place in May each year. If space remains after the July registration period some students may be accepted in August.

Since there is no audition or theory entrance test for the Basic Musicianship Program, applications will be considered on a first-come, first-serve basis.

Program Duration

It is expected that most students will take a full program, notwithstanding the possibility of transferring courses previously completed at another institution. Students may participate on a part-time basis subject to course admission requirements and seat availability.

Exception: Private music lessons (see below)

The Music programs run during the day with some evening requirements in ensemble rehearsals and performances. Students may also have to take an elective in the evening.

Private Lessons

Private lessons are available only to students enrolled full-time in the Bachelor of Music or Basic Musicianship Program. The concentration instrument is the student's main instrument of study. Concentration courses in the Bachelor of Music Program include MUSC 150, 250, 350 and 450. Concentration courses in the Basic Musicianship Program include MUSC 155 and 255 for keyboard, 156 and 256 for all other instruments and voice. Secondary lessons (MUSC 151, 251, 351, 451) on any instrument (including voice) are available to students in the Bachelor of Music Program who are keyboard concentrators or have achieved Grade 7 RCMT level or higher (for non-keyboard concentrators). All instruments in the Western Classical Music tradition are available for study.

Students will be assigned private lesson instructors from the Douglas College Music faculty.

Major in General Studies

University Transfer Programs

This program is for those wanting an advanced general music education and for those intending to enter such fields as music criticism, music publishing, etc. The General Studies Major also contains the core requirements for the Education Major Streams (see below).

Program Requirements

Semester I

Course	Title	Credits
MUSC 110	Theory of Tonal Music I	2
MUSC 111	Ear Training & Sight Singing I	1
MUSC 120	History of Western Music	3
MUSC 130	Concert Band I or 140 College Chorus I	2
MUSC 150	Private Lessons (Concentration)	3
*MUSC 161	Class Piano I or 151 Private Lessons (Secondary)	1
Elective	English	3
Elective	Liberal Arts	3
MUSC 142	(optional) Vocal Jazz	1
or MUSC 131	(optional) Jazz Band I	1
		20

Semester II

MUSC 210	Theory of Tonal Music II	2
MUSC 211	Ear Training & Sight Singing II	1
MUSC 220	History of Western Music	3
MUSC 230	Concert Band II or	
MUSC 240	College Chorus II	2
MUSC 250	Private Lessons (Concentration)	3
*MUSC 261	Class Piano II or 251 Private Lessons (Secondary)	1
Elective	English	3
Elective	Liberal Arts	3
MUSC 231	(optional) Jazz Band II	1
or MUSC 242	(optional) Vocal Jazz I	1
		20

Semester III

MUSC 310	Theory of Tonal Music III	2
MUSC 311	Ear Training & Sight Singing III	1
MUSC 320	History of Western Music III	3
MUSC 330	Concert Band III or	
MUSC 340	College Chorus III	2
MUSC 350	Private Lessons (Concentration)	3
*MUSC 361	Class Piano III or	
MUSC 351	Private Lessons (Secondary)	1

Elective	English	3
Elective	Liberal Arts	3
MUSC 331	(optional) Jazz Band III	1
		19

Semester IV

MUSC 410	Theory of Tonal Music IV	2
MUSC 411	Ear Training & Sight Singing IV	1
MUSC 420	History of Western Music IV	3
MUSC 430	Concert Band IV or 440 College Chorus IV	2
MUSC 450	Private Lessons	3
*MUSC 461	Class Piano IV or 451 Private Lessons (Secondary)	1
Elective	English	3
Elective	Liberal Arts	3
MUSC 431	(optional) Jazz Band IV	1
		19

* All students whose concentration is not keyboard must do class piano. Those students with advanced keyboard skills will enrol in MUSC 151.

Major in General Studies**Secondary Education Stream**

This program is for students intending to teach music at the secondary school level. Upon completion of the B.Mus. degree, students will be required to complete teaching certification requirements in an education faculty. This program is a specialized stream within the General Studies Major. Therefore, in addition to the General Studies requirements listed above, students take the following courses.

Semester III

MUSC 163 Class Brass

Semester IV

MUSC 164 Class Percussion

Elementary Education Stream

This program is for students who expect to become elementary music specialists rather than general classroom teachers. (See also B.A., Major in Music degree.) Upon completion of the B.Mus. degree students will be required to complete teaching certification requirements in an education faculty. Program requirements are the same as those for the Secondary Education Stream.

Bachelor of Arts (Major in Music or Honours in Music)

This program is for students wanting to concentrate on music as part of a B.A. degree. Courses are taken in music theory and music history; some group performance may be elected but no private instruction is available.

The distinction between Major and Honours is the number of course requirements in third and fourth years; the first two years are the same. Entrance requirements are an interview with a Music advisor and a theory test. Students must transfer to a university, after two years, to complete their degree.

Program Requirements**Semester I**

Course	Title	Credits
MUSC 110	Theory & Tonal Music I	2
MUSC 111	Ear Training & Sight Singing I	1
MUSC 120	History of Western Music I	3
Plus other courses		9
		15

Semester II

MUSC 210	Theory & Tonal Music II	2
MUSC 211	Ear Training & Sight Singing II	1
MUSC 220	History of Western Music II	3
Plus other courses		9
		15

Semester III

MUSC 310	Theory & Tonal Music III	2
MUSC 311	Ear Training & Sight Singing III	1
Plus other courses		2
		15

Semester IV

MUSC 410	Theory & Tonal Music IV	2
MUSC 411	Ear Training & Sight Singing IV	1
Plus other courses		2
		15

Bachelor of Education**(Elementary Music Major)**

This program is specifically for those wishing to transfer to SFU and teach music at the elementary school level.

Entrance requirements include an interview with a Music advisor.

Program Requirements**Semester I**

MUSC 101	Materials of Music I	3
MUSC 104	Aural and Sight Singing Skills	3
MUSC 121	Style and Form in Western Music	3
MUSC 161	Class Piano	1
Electives		6
		16

Semester II

MUSC 201	Materials of Music II	3
MUSC 204	Aural and Sight Singing Skills	3
MUSC 221	Style and Form in Western Music	3
MUSC 261	Class Piano	1
	Electives	6
		16

College Certificate Program**Basic Musicianship****Program Requirements****Semester I**

Course	Title	Credits
MUSC 101	Materials of Music or 102 Basic Theory	1 3
MUSC 103	Aural and Sight Singing Skills or 104 Aural and Sight Singing Skills	3
MUSC 121	Style and Form in Western Music	3
MUSC 133	Beginning Instrumental Ensemble I or 141 Beginning Choral Ensemble	1
MUSC 155	Individual Music Study (1 hr.) or 156 Individual Music Study (1/2 hr.) plus 160 Introductory Class Piano	3 2 1
Elective	English/Communications	3
		16

Semester II

MUSC 201	Materials of Music II or 202 Basic Harmony	3
MUSC 203	Aural and Sight Singing Skills or 204 Aural and Sight Singing Skills	3
MUSC 221	Style and Form in Western Music	3
MUSC 233	Beginning Instrumental Ensemble II or 241 Beginning Choral Ensemble	1
MUSC 255	Individual Music Study (1 hr.) or 256 Individual Music Study (1/2 hr.) plus 260 Introductory Class Piano	3 2 1
Elective	English/Communications	3
		16

1. Note: The choice of theory course is determined by the music faculty.

2. All students in this program must take either MUSC 133/ 233 or MUSC 141/241. Students with previous ensemble experience may, with permission of the Music faculty, take MUSC 130/230 or 140/240.

3. Students taking keyboard lessons as their main applied study must enrol in MUSC 155. Instrumentalists and vocalists enrol in MUSC 156. 4. Students with previous keyboard experience may, with permission of the music faculty, take MUSC 151.

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Nursing (general)

This program is for students interested in a career in General Nursing. In six semesters the program prepares the graduate for an Associate in General Nursing Diploma, for licensure as a registered nurse with RNABC, for writing the National Comprehensive Examinations and for pursuing post-basic speciality courses and baccalaureate nursing education, e.g. at UBC or UVIC. Graduates are usually employed in general acute care units in hospital settings. Program advising sessions and an information booklet will introduce interested applicants to the curriculum, the learning experiences, the admission procedures and steps for success.

The Douglas College General Nursing Program is collaborating with the nursing program at Kwantlen College, with eight other nursing programs in the province and the University of Victoria to offer a "new" curriculum leading to a baccalaureate degree in nursing. Douglas College plans to offer the diploma portion of this curriculum in September 1996. The last class to be admitted to the current program will be in March 1996.

Current Admission Requirements**A. Academic Criteria****Category A**

- I. General College admission standards; and
- II. two science courses, grade 11 or 12, with a C+ or better, one of which must be Biology 11 (or equivalent); and
- III. two other grade 12 courses with a C+ or better (not including English 12); and
- IV. English 12 with a minimum grade of B (within the last four years); or completion of the Language Proficiency Index test within the last four years with a score of 4 or better; or completion of the Douglas College Writing Assessment with a recommended level at English 130." (see exemptions below)

Category B

I. Does not meet the General College Admission Standards but is 19 years of age or older (Mature Student); and

II. English 12 with a minimum grade of B or better (within the last four years); or completion of the Language Proficiency Index test within the last four years with a score of 4 or better; or completion of the Douglas College Writing Assessment with a recommended level at English 130.*

Exemptions for: - successful completion of English 124, DVST 450 or COM 105 or an equivalent course, or successful completion of a first year college level English or Written Communication Course or equivalent.

III. Successful completion of two College level university transfer courses.

Note: It is strongly recommended that students complete Biology 103, Biology 203 and English 130 (each with C+ grade) before entering the General Nursing Program. These courses contribute to the program requirements.

If you wish to take these courses please apply for General Studies - Pre-Nursing. Sections are reserved for Nursing students in the program but usually there are seats available for Pre-Nursing students.

B. First Aid and Cardiopulmonary Resuscitation Certificates

At the time of application all students must submit a current certificate in Cardiopulmonary Resuscitation Basic Rescuer Level (previously Level C) and a Standard First Aid Certificate - St. John's Ambulance or Red Cross;

or

a current Industrial First Aid Certificate with a Recertification of CPR Level C to include skills for infants and children or CPR Infant Child.

Please Note: Applicants have the responsibility of making their own arrangements for these courses and for maintaining current CPR certification while in the program. Douglas College Community Programs and Services (527-5476) offers their Standard First Aid CPR courses. This course may also be taken at various other locations.

C. Applicants with English as a Second Language

Nursing students need to be fluent in all aspects of English Communication. Applicants who completed school in a non-English speaking country and/or whose mother tongue is not English, will be provided with advice, assessment and relevant preparation.

D. Admission Testing

All applicants must demonstrate basic competencies in:

1. English reading (Nelson/Denny Reading Comprehension Test at Grade 11 Level).

2. Basic arithmetic (standard Diagnostic Math Test - Blue Level).

Exemptions to Above Assessments:**Nelson-Denny Reading Comprehension Test**

Evidence of successful completion of 12 Academic University Transfer credits, where reading in the English language is an integral part of the course work, or successful completion of reading skills for College (RESS 100).

Stanford Diagnostic Math Test - Blue Level:

- successful completion of College-level University Transfer Mathematics or Statistics course (or equivalent).

- successful completion of a math course at the Grade 11 or 12 level, in the past 5 years (or equivalent).

- mastery level (80 percent achievement in DVST 210 (Fundamental Mathematics)).

Conditional Acceptance

Once you have received conditional acceptance into the program, you will be asked to complete the College Medical Assessment form, the Immunization form, two (2) Personal Reference forms and the Criminal Record Search form. (Following receipt of these documents, applicants may be requested to come to an interview. Final acceptance will be the decision of the Nursing Department).

1. Medical Assessment and Immunizations

The Douglas College Medical Assessment Form and Immunization Form must be completed by a medical doctor that certifies the applicant has:

- adequate, average locomotion
- four functional limbs
- functional vision & hearing perception
- satisfactory health status and is suitable for a nursing program
- received the recommended immunizations

This Medical and Immunization Form must be completed prior to registration in the program.

2. Personal Reference Forms

Successful applicants are required to submit two (2) personal references attesting to the individual's suitability for nursing. Criteria and forms are provided.

3. Criminal Record Search

Successful applicants will be required to undergo a criminal record search that reveals no relevant criminal record before being granted final acceptance into the program. The Ministry of Health and the Ministry of Social Services and Housing require this criminal record search prior to clinical placement in their agencies.

While waiting for acceptance in the current nursing program, applicants are encouraged to consider requirements for admission to the new program. Meeting these facilitates post diploma nursing education and strengthens preparation for the current program.

Admission Procedures

1. Submit an official High School transcript and official transcripts from all post-secondary institutions previously attended. You will also be asked to submit a photocopy of Standard First Aid and CPR level C certificates with a completed college application form and a \$25 application fee. Applicants must be a Canadian citizen or a landed immigrant. Submit a copy of landed immigrant papers, if not a citizen of Canada. Applications will not be accepted without all the required documentation. Selection of students for conditional acceptance into the program is based on the date of submission of these documents.

2. Arrangements for completion of admission testing are made with the Douglas College Assessment Centre, phone 527-5501. Outlines for test preparation are attached.

3. On completion of all tests, students will be notified of the results by the Registrar's Office. Test results are mailed and are valid for two years. If unsuccessful scores are obtained, names are removed from the waitlist. Those still interested in the program will need to reapply with a new date of application. Information is available through Student Services regarding remedial courses.

4. Following successful test completion, applicants will be sent the Criminal Record Search form, College Medical and Immunization forms and the Personal Reference Forms which are to be completed in the months just prior to entry into the program. Those who have English as a Second Language will be contacted to arrange for a language assessment at the College.

5. Because priority is based upon date of application, those interested should submit their application as soon as all the supporting documents in step 1 above have been collected.

Commencement Date and Application Deadline

This program starts in September and March. For each class there is an intake of 48 students. The deadline for applications is February 1 for the September intake and August 1 for the March intake. This closed enrolment program can accommodate only a limited number of students, therefore successful applicants will not necessarily be admitted to the intake of their choice.

Program Length

The program takes two years, four months, including July/August breaks. Students who enter the program in September will complete the program in December, two years later. Students who enter the program in March complete the program in June, two years later.

Program Requirements

Semester I		Credits
GNUR 100	Introductory Nursing Theory: Adult/Elderly	4
GNUR 110	Introductory Clinical Nursing: Adult/Elderly	3

GNUR 112	Nursing Psychomotor Skills	2
GNUR 102	Nursing Theory: Pharmacology I	1.5
GNUR 103	Professional Nursing Interactions I	1.5
		12

Semester II

GNUR 200	Basic Nursing Theory: Adult	4
GNUR 210	Basic Clinical Nursing: Adult	4
GNUR 212	Nursing Psychomotor Skills II	2
GNUR 202	Nursing Theory: Pharmacology II	1.5
GNUR 203	Professional Nursing Interactions II	1.5
		14

Semester III (21 Weeks)

7 Week Courses

GNUR 301	Computers in Nursing	.5
GNUR 303	Professional Nursing Interactions III	1.5

14 week courses

Electives	(Two University Transfer Courses)	6
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NOTE: It is recommended that all required non-nursing university transfer courses be taken PRIOR to entry to the program. They may also be taken DURING the program.

PLUS

The following 7 week courses, taken one pair at a time.

GNUR 305	Nursing Theory: Mother/Newborn	2.5
GNUR 315	Clinical Nursing: Mother/Newborn	2.5
GNUR 306	Nursing Theory: Children	3
GNUR 316	Clinical Nursing: Children	2
GNUR 307	Nursing Theory: Mental Health/Adult	3
GNUR 317	Clinical Nursing: Mental Health/Adult	2
		26

Semester IV

GNUR 400	Intermediate Nursing Theory: Adult	3.5
GNUR 410	Intermediate Clinical Nursing: Adult	4.5
GNUR 412	Nursing Psychomotor Skills III	2
GNUR 403	Professional Nursing Interactions IV	3
		13

Semester V (7 Week Courses)

GNUR 500	Advanced Nursing Theory: Adult	3
GNUR 510	Advanced Clinical Nursing: Adult	3
		6

Semester VI

GNUR 620	Final Clinical Experience	12
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Note: Please note new admission criteria for Fall 1996 intake.

General Nursing Program

(In Partnership with The Collaborative Nursing Program of B.C.)

In response to changes in the health care system and in professional nursing practice standards, the Douglas College Nursing Program will offer a new curriculum in the Fall of 1996. The program is collaborating with the regional health care agencies, with the Nursing Program at Kwantlen College and with the University of Victoria to implement the Collaborative Nursing Program of B.C. The curriculum prepares the graduate for a role in health promotion, for care of individuals and families at various levels in the community as well as for care in the traditional hospital settings. Douglas College will offer the diploma portion of the baccalaureate curriculum preparing graduates for licensure as registered nurses. We anticipate access to the program with advanced credit for LPN, and RPN applicants. Detailed information about the curriculum will be offered to interested students through the usual program advising sessions.

Admission Criteria (Effective for Fall 1996 Semester)

Applicants to The Collaborative Nursing Program of B.C., Douglas College Site, must meet the requirements as outlined below:

A. Academic Criteria

The applicant will meet one of the following categories of admission requirements:

Category A

High School Graduates.

The requirement is graduation from B.C. senior secondary school (or equivalent) including:

- completion (minimum C grade) of academic Mathematics 11, English 11, Social Studies 11, a Science 11 (Biology 11 highly recommended) and a second language 11, and
- a minimum overall 67 percent average in English 12 and three additional academic grade 12 subjects (a grade 12 science is highly recommended). *Math 11 must be current within the last two years, and Engl 12 must be current within the last four years.
- English 12 with a minimum grade of B; or completion of the Language Proficiency Index Test with a score of 4 or better; or successful completion of EASL 475 or DVST 450; or completion of the Douglas College Writing Assessment with a minimum designation of English 130. These options must be current,, i.e. within the last 4 years.

Category B

Applicants under age 21 without High School Graduation Requirements.

The applicant requires successful completion of a minimum of 24 credits of university transferable courses with an

overall average equivalent to C (60 percent). The applicant must have academic Math 11 or equivalency and complete the Douglas College Writing Assessment with a designated level at English 130. Each course contributing to the 24 credits requires a minimum of 60 percent for ENTRY into the program, but 65 percent for CREDIT towards the Nursing program. University Transfer courses that contribute to the program requirements include: Biology 103 and 203, English 130, and one other English (e.g. 101, 102, 106, 107, 109, 112 or 114), and college level University Transfer Social Science and Humanities Courses, e.g. Anthropology, Sociology, Psychology, Philosophy.

It is highly recommended that the student confer with an Academic Advisor when selecting courses for credit to the nursing program. Upper level courses require specific prerequisites.

Category C

Applicants 21 years of age or older without High School Graduation

* The applicant must be 21 years or over prior to beginning the first semester of the program.

* the applicant requires academic Math 11 with a minimum of a C grade within the last two years or equivalency (DVST 411) and a minimum grade of 65 percent in each of the following courses:

Biology 103, Biology 203, and English 130

N.B. Nursing students must be fluent in all aspects of English Communication. Assessment, advice and preparation is available at the College (see College calendar).

N.B. Acceptance to and completion of the College Diploma portion of the program does not ensure a seat in the upper level portion of the program. This program does, however, prepare the student to graduate at the diploma level and qualify to apply for licensure with the Registered Nurses Association of British Columbia and write the national registration examinations.

B. Other Criteria

Once the academic requirements are met, the following criteria must be satisfied:

1. Admission Documents

Completion of College admission and registration processes.

2. Criminal Record Search

A criminal record search that satisfies program and professional association requirements is required prior to entry.

3. First Aid and Cardiopulmonary Resuscitation Certificates

At the time of application submission of a current certificate in Cardiopulmonary Resuscitation Basic Rescuer Level (previously Level C) and a Standard First Aid Certificate (St. John's Ambulance or Red Cross).

4. Health Assessment

A satisfactory health assessment completed by a physician. (A form will be provided.)

5. Immunization

A current record of recommended immunizations. (A form will be provided.)

6. References

Two references (non-family) that specifically address potential for academic success and capability in nursing. (Forms will be provided.)

7. Interview

Applicants may be required to attend a personal interview that will be used for the purposes of providing information and academic counselling.

Access to General Nursing Program

Access I for LPNs and RPNs

This program is designed for LPNs and RPNs (other than students who have graduated from Douglas College since 1986). Successful graduates are eligible for a Diploma in General Nursing.

These applicants can enter the current program at the Semester III level by completing a series of qualifying activities. The program takes four semesters with entry in January or May each year. January entrants complete in June the following year and May entrants complete in December the following year.

RPN graduates from the Douglas College Psychiatric Program from 1986 to the present should apply for available seats in the Access I program.

Admission Requirements

In addition to the regular College admission requirements, all applicants must submit the following documentation:

- ◆ a current license or registration as a Licensed Practical Nurse or Registered Psychiatric Nurse, in any province in Canada.
- ◆ written proof of work experience, normally 8 months of full-time continuous employment during the last three years in a setting requiring basic bedside nursing skills, or the equivalent in part-time employment (1,120 hours). Work experience is considered on an individual basis.
- ◆ a current CPR level C Certificate. CPR must be current throughout the program.
- ◆ a criminal record search that reveals no relevant criminal record.
- ◆ a medical certificate signifying satisfactory health, and a current record of required immunizations before final acceptance into the program.

Students must also prove basic competency in reading comprehension, writing skills, and arithmetic computations, as demonstrated by a transcript indicating successful completion of appropriate University Transfer courses in Mathematics, English or Written Communications, or other academic courses OR successful completion of the Nelson-Denny Reading Comprehension Test and the Stanford

Diagnostic Math Test, Blue Level. These are administered at the College. Assistance with preparation for these tests is available from the College's Student Services department.

Program Requirements

Students in this program complete GNUR 299 (Two Week Headstart Program) and then Semesters III to VI of the General Nursing Program.

NOTE: A detailed pamphlet on the Access I program is available from the Registrar's office.

Commencement Date and Application Deadline

The deadline for application for the January intake is July 1, and for the May intake is November 1.

Office Administration Certificate Programs

Four certificate programs are available to students pursuing careers in office administration: Financial Option, Legal Secretarial Option, Medical Office Assistant Option, and Office Assistant Option. These programs may be completed on either a full-time or part-time basis. The full-time student may complete one of the certificate options in two semesters and may expect to spend up to 30 hours a week in classes and labs. Upon graduation from any of the Office Administration certificate programs, qualified students may complete an additional 30 credits to earn a Diploma in Office Administration (see page 89). Seats are limited in all programs and early application is strongly recommended.

Admission Requirement for Office Administration Students

- ◆ General College Requirements;
- ◆ Full-time students must provide proof of the following typing speeds: Legal Secretarial Program, 40 net words per minute; Medical Office Assistant Program, 40 net words per minute; Office Assistant Program, 25 net words per minute; Financial Program; 25 net words per minute.
- ◆ It is not necessary for proof of typing to accompany the application; but it must be provided to the Registrar's office before the application deadline.
- ◆ Part-time students must provide proof of typing speed before registration in any course which has a typing prerequisite (see Discipline and Course Descriptions).
- ◆ Strong English skills are important. Students who are weak in English skills should consider upgrading through the Developmental Studies or English as a Second Language programs.

Applicants should attend an information session prior to application or as soon as possible. (Call Student Services at 527-5486) In addition, students must attend an orientation session prior to registration. Information regarding the orientation sessions will be mailed to all program applicants.

New entrants who have completed formal course work at other institutions may be granted transfer credits.

Note: Acceptable proof of typing would include the following:

- ◆ A typing speed certificate based on a 5-minute timing issued by an educational institution or government agency.
- ◆ A letter from an educational institution, written on school letterhead, stating the net speed attained on a five-minute timing, attesting that the test was done on unpractised material under controlled conditions, and enclosing the test with calculations. Speed is calculated as net words per minute with two words deducted for each error.
- ◆ A typing speed certificate issued by the Douglas College Assessment Centre. Arrangements for testing can be made by calling 527-5501. Arrangements should be made well in advance of application deadlines.

Deadlines for Completed Applications

Full-time Applicants: End of April for Fall Enrolment. End of August for Winter Enrolment.

Part-time Applicants: End of May for Fall Enrolment. End of September for Winter Enrolment.

All students applying after the deadline must apply to General Studies and may register for the remaining Office Administration seats through general telephone registration or through late registration.

Re-application to Office Administration can be made when applications re-open next semester.

Office Administration Preparation

Some students who intend to enter Office Administration programs may wish to first upgrade their skills in English, mathematics, and typing. Some or all of the following courses are recommended for students who have been out of school for several years or who are weak in these subject areas:

Course	Title	Credits
DVST 320	Spelling - Intermediate Level	1.5
DVST 250	Writing - Fundamental Level	3
or DVST 350	Developmental Writing	3
DVST 210	Mathematics - Fundamental Level	3
DVST 341	Learning and Study Skills I	3
OADM 100	Keyboarding	2
OADM 101	Keyboarding Application I	2
OADM 201	Keyboarding Applications II	2

Please call the Assessment Centre at 527-5501 for placement testing.

Note: These courses may also be taken concurrently with other Office Administration courses.

Financial Option

Students in this program receive training in office financial

procedures. A strong emphasis is placed on computers. Included in the program are: bookkeeping; accounts receivable and payable; cash balancing; petty cash; inventory control; payroll; and business microcomputer applications including word processing, accounting and spreadsheet. In addition, the student will receive training in keyboarding, general office procedures, mathematical applications, and business communications. Upon successful completion of program requirements, students will be eligible to apply for an Office Administration Certificate, Financial Option.

Employment Opportunities

Graduates may expect to find employment in modern offices as bookkeepers, data entry clerks, or accounting clerks working with accounts receivable, accounts payable, inventory control, payroll, general ledger, and computers. Many jobs currently advertised as either Office Assistant, Secretary, Bookkeeper or Secretary/ Accounting Clerk are also potential employment opportunities.

Commencement Date

The program commences in September (full or part-time) and January (part-time) each year. As seats are limited, early application is advised.

Program Duration

Full-time students should be able to complete this program within nine months. Part-time students will need at least three semester to complete it. Some part-time students may wish to take a lighter course load and spread the program over several semesters.

Program Requirements (Financial)

Semester I

Course	Title	Credits
OADM 101	Keyboarding Applications I	2
OADM 105	Microcomputer Basics	1
OADM 130	Office Mathematics I	2
OADM 201	Keyboarding Applications II	2
OADM 204	Office Dynamics I	2
OADM 230	Bookkeeping I	2
OADM 233	Computer Bookkeeping I	1
OADM 240	Business Communications and Procedures	3

Semester II

OADM 131	Office Mathematics II	1
OADM 205	Office Dynamics II	1
OADM 224	Spreadsheet Software Applications	2
OADM 236	Payroll	1
OADM 308	Word Processing MS Word for Windows	

	or 309 Word Processing WordPerfect	3
OADM 330	Bookkeeping II	2
OADM 333	Computer Bookkeeping II	2
OADM 334	Office Financial Procedures	3
		15
OADM 395	Office Work Experience	3
(Offered to graduating students during months of May and January)		

Legal Secretarial Option

Students in this program are trained in: legal office procedures; legal terminology; court systems; legal record keeping; bookkeeping; billing clients; and the preparation, filing, and service of legal documents in the areas of Wills and Estates, Family Law, Litigation, Corporate Law, and Conveyancing. In addition, the students will upgrade skills in typing and dicta-typing and will become proficient in word processing. Upon successful completion of all program requirements, students will be eligible to apply for an Office Administration Certificate, Legal Secretarial Option. Applicants who are currently working in an office should consider taking the Citation Program in Legal Stenography (see page 88).

Employment Opportunities

The employment opportunities for graduates with this certificate are excellent. Most graduates begin as legal trainees in lawyers' offices, while some obtain employment in legal departments of financial, real estate, and other firms.

Commencement Date

This program commences in September and January each year for full and part-time students. As seats are limited, early application is advised.

Program Duration

Full-time students should be able to complete this program within nine months. Part-time students will need at least three semesters to complete it. Some part-time students may wish to take a lighter course load and spread the program over several semesters.

Program Requirements (Legal Secretarial)

Semester I

Course	Title	Credits
OADM 204	Office Dynamics I	2
OADM 205	Office Dynamics II	1
OADM 209	Machine Transcription	1
OADM 215	Introduction to Legal Office Procedures	1
OADM 217	Legal Office Procedures - Corporate Law	2

OADM 240	Business Communications and Procedures	3
OADM 301	Keyboarding Applications III	2
OADM 309	Word Processing - WordPerfect	3
		15

Semester II

Course	Title	Credits
OADM 105	Microcomputer Basics	1
OADM 216	Legal Office Procedures - Wills and Estates	2
OADM 230	Bookkeeping I	2
OADM 315	Legal Office Procedures - Litigation	3
OADM 317	Legal Office Procedures - Conveyancing	3
OADM 318	Legal Office Procedures -Family Law	2
OADM 321	Legal Transcription	2
		15
OADM 395	Office Work Experience	3
(Offered to graduating students during months of May and January)		

Medical Office Assistant Option

Students in this program will receive training in general medical office procedures including scheduling appointments, patient records, and filing. The student receives a sound basic knowledge of anatomy and physiology and an extensive knowledge of medical and pharmaceutical terminology. Medical transcription and the use of the computer for both word processing and medical billing are included. Hands-on training is given in the clinical skills used in the medical office. Upon successful completion of all program requirements, a student will be eligible to apply for an Office Administration Certificate, Medical Office Assistant Option. After one year's experience, students will also be eligible to write the Medical Office Assistant of B.C. certification examination.

Employment Opportunities

Graduates of this program will have the knowledge and ability required for entry level employment in the health clerical worker field. They may obtain employment as a medical office assistant in a physician's office, clinic, public or private hospital, nursing home or Community Health Centre. Medical clerical positions are also available in research and care agencies, pharmaceutical firms, medical supply firms and related service businesses.

Commencement Date

This program commences in September and January each year. As seats are limited, early application is advised.

Program Duration

Full-time students should be able to complete this program within nine months. Part-time students will need at least

three semesters to complete it. Some part-time students may wish to take a lighter course load and spread the program over several semesters.

Program Requirements (Medical Office Assistant)

Semester I

Course	Title	Credits
OADM 105	Microcomputer Basics	1
OADM 114	Anatomy, Physiology and Medical Terminology I	3
OADM 151	Medical Office Procedures	3
OADM 230	Bookkeeping I	2
OADM 308	Wordprocessing - MS Word for Windows or 309 Wordprocessing - WordPerfect	3
OADM 325	Clinical Office Procedures	3
		15

Semester II

OADM 202	Medical Transcription	4
OADM 214	Anatomy, Physiology, and Medical Terminology II	3
OADM 240	Business Communications and Procedures	3
OADM 252	Medical Billing	2
OADM 261	Pharmaceutical Terminology	1
OADM 301	Keyboarding Applications III	2
		15
OADM 395	Office Work Experience	3
(Offered to graduating students during months of May and January)		

Office Assistant Option

Graduates of the Office Assistant program will have the up-to-date computer skills required for employment in a wide variety of business and government settings. In addition to learning the latest spreadsheet, database, word processing, and accounting software, students will acquire skills in business communications, bookkeeping, and administrative procedures. Upon successful completion of this program, a student will be eligible to apply for an Office Administration Certificate, Office Assistant Option.

Employment Opportunities

The demand for secretarial personnel with strong computer skills is increasing in both business and government. Positions available include receptionist, office assistant, junior secretary, clerk-typist, stenographer, administrative secretary, and word processing operator.

Commencement Date and Application

The program commences in September and January of

each year. As seats are limited, early application is advised.

Program Duration

Full-time students should be able to complete this program within nine months. Part-time students will need at least three semesters to complete. Some part-time students may wish to take a lighter course load and spread the program over several semesters.

Program Requirements (Office Assistant)

Semester I

Course	Title	Credits
OADM 101	Keyboarding Applications I	2
OADM 105	Microcomputer Basics	1
OADM 130	Office Mathematics I	2
OADM 201	Keyboarding Applications II	2
OADM 240	Business Communications and Procedures	3
OADM 301	Keyboarding Applications III	2
OADM 308	Word Processing - MS Word for Windows	3
		15

Semester II

OADM 204	Office Dynamics I	2
OADM 205	Office Dynamics II	1
OADM 223	Database Software Applications	1
OADM 224	Spreadsheet Software Applications	2
OADM 226	Electronic Publishing	1
OADM 230	Bookkeeping I	2
OADM 233	Computer Bookkeeping I	1
OADM 309	Word Processing - WordPerfect	3
OADM 420	Information Processing Concepts	2
		15

OADM 395	Office Work Experience	3
(Offered to graduating students during months of May and January)		

Citation Program in Legal Stenography

The Citation Program in Legal Stenography is open to experienced office personnel who have an interest in entering the Legal Secretarial field. This is a part-time program with courses offered during the evening on a rotating basis over a period of four semesters. Students are trained in legal office procedures, legal terminology, court systems, legal record keeping, billing, and the preparation, filing, and service of legal documents in the areas of Wills and Estates, Family Law, Litigation, Corporate Law, and conveyancing. Upon successful completion of this program, students will receive a Citation in Legal Stenography.

Employment Opportunities

Employment opportunities are excellent in the Legal Secretarial field. Graduates of this program may obtain employment in legal firms or in the legal departments of other large firms.

Admission Requirements

General Douglas College Admission Requirements apply. In addition, students must submit proof of the following:

- ◆ 50 wpm typing speed
- ◆ at least one year's recent office experience in a clerical/secretarial position
- ◆ a good working knowledge of the latest version of WordPerfect or Microsoft Word. (Good word processing skills are imperative as all document production work is done on computers.) Students with limited word processing skills are encouraged to take OADM 309 (WordPerfect) or OADM 308 (MS Word for Windows) prior to entering the program.

A form is available for provision of the above documentation. Please call the office of the Department of Commerce and Business Administration at 527-5460.

Commencement Date

Students may enter the program in the Fall.

Program Requirements

Course	Title	Credits
*OADM 215	Introduction to Legal Office Procedures	1
OADM 216	Legal Office Procedures - Wills & Estates	2
OADM 217	Legal Office Procedures - Corporate Law	2
OADM 315	Legal Office Procedures - Litigation	3
OADM 317	Legal Office Procedures Conveyancing	3
OADM 318	Legal Office Procedures Family Law	2
		13

*OADM 215 is prerequisite to all other courses in the program.

Diploma in Office Administration

Students in this program will acquire administrative skills and general education to enable them to work effectively as team members and to acquire positions of responsibility in business firms. Building upon the specific employment skills acquired in pre-requisite certificate programs, students will take 30 credits of course work from within the Department of Commerce and Business Administration and from other College departments.

Employment Opportunities

Graduates of this program, with experience and initiative, may progress into administrative jobs in the modern office in areas of administration, human resources, payroll, accounting, or computer systems. Graduates may qualify for such positions as senior secretary, executive secretary, administrative assistant, supervisor, coordinator, office manager, junior accountant, payroll administrator, or benefits administrator. Students may become freelancers or employees of small or large firms.

In addition, opportunities exist for building on educational qualifications. Some credits from this program will transfer to other college diploma programs, to professional programs, and to universities.

Admission Requirements

Completion of an Office Administration Certificate program from a public community college. Credentials from other educational institutions will be considered and credit assigned on a course-by-course basis.

Math 11, DVST 410, or equivalent is required.

An interview with the office administration coordinator for the purpose of program planning prior to acceptance into the program. Call 527-5460 to make an appointment.

Students are advised to gain office work experience while taking this program by attending school part-time while working in an office, by participating as cooperative education students, or by attaining summer employment in related fields.

Application Deadlines

Summer semester (May) - end of March

Fall semester (September) - end of June

Winter Semester (January) - end of November

Program Requirements

Students must complete 30 credits selected from the following groups of courses.

Group I Required Courses (Choose all 4)

MARK 350 Personal Selling 3

ACCT 110 Accounting I 3

ACCT 220 Computerized Accounting 3

BUSN 330 Business Mathematics 3

ECON 101 The Canadian Economy 3

Group II Elective Courses from Commerce and Business Administration (Choose 3 or 4)

Students may select a variety of courses according to their needs, or they may concentrate in one of the following specializations:

Accounting

ACCT 210 Principles of Accounting II 3

ACCT 220 Computerized Accounting 3

ACCT 310 Accounting Theory 3

ACCT 410 Accounting Theory II 3

Computer Systems

CISY 110* Introduction to Computers 3

CISY 200 Information Systems 3

CISY 410 Microcomputer Concepts and Software Applications 3

Administration

BUSN 210 Management Essentials 3

BUSN 310 Administrative Practices 3

BUSN 410 Administrative Practices II 3

BUSN 350 Personnel Practices & Administration 3

Group III Elective Courses from other Disciplines
(Choose 2 or 3)

Students will choose two or three courses from other disciplines in the College, such as Communications, Arts and Humanities, and Social Sciences. The following courses are highly recommended:

PHIL 101 Effective Thinking 3

PHIL 122 Business Ethics 3

SOSC 140 Human Relations and Organizational Behaviour 3

*Students may receive advance placement (exemption) for CISY 110 if they have completed a suitable combination of courses as part of their Certificate Program. Advance placement will not reduce the number of credits needed to complete this program. See the Office Administration Coordinator for further information.

Students may begin this program in Fall, Winter, or Summer semester.

Physical Education and Recreation

Please refer to page for more program information.

Douglas College offers university transfer programs in Physical Education and Recreation to the University of British Columbia, Simon Fraser University and the University of Victoria. Students may transfer to these universities after completion of either one or two years of study at Douglas College depending on the program and individual institution's requirements. Douglas College Physical Education and Recreation courses are transferable to most Canadian universities and many institutions in the United States that offer physical education and recreation programs.

Students are strongly advised to consult with an Academic Advisor in Student Services or a faculty member on transfer program requirements as well as to consult with the university to which they wish to transfer.

Career Opportunities

Most students interested in sport, physical education and recreation careers first consider teaching or coaching. However, there are many different careers to choose from, some of which have only recently been identified. These include:

- ◆ teaching at either the elementary or secondary level
- ◆ teaching overseas with international agencies such as C.U.S.O and W.U.S.C.
- ◆ recreation leader and/or administrator
- ◆ fitness instructor and/or director in the community or industry
- ◆ physical therapist
- ◆ athletic trainer
- ◆ athletic coach
- ◆ aquatic director
- ◆ physical education instructor in the armed forces and police
- ◆ recreation facilities management
- ◆ recreation director at holiday resorts & private clubs
- ◆ therapeutic recreation and adapted physical education
- ◆ sports officiating

Students should begin their preparation for a career in physical education, sport and recreation in secondary school. Subjects such as Biology, Chemistry and other sciences, Sociology, health, First-Aid, life-saving, and when available, officiating and recreation leadership are recommended. Participation in sports, whether interscholastic, intramural or in the community, is helpful, as is serving as a student team manager, scorekeeper, trainer, statistician, reporter, photographer or official. Some schools offer work-study and teacher aid programs, and community organizations often require volunteers to assist with their recreation programs.

Admission Requirements

A Limited Enrolment Program in university transfer Physical Education was initiated at Douglas in September 1994. The first 40 successful applicants will be allowed to pre-register each Fall for a full course load of 12 credits minimum. An additional 20 part-time applicants will be allowed to pre-register in a minimum of nine credits per semester.

Students who are currently registered at Douglas College and wish to apply for the closed enrolment program must re-apply for admission.

It is important to note that physical education courses are not restricted to students who qualify for the limited enrolment program. Once the limited enrolment students have registered, there will still be a considerable number of Physical Education seats available to all students during the regular registration period.

Admission Criteria

The admission criteria are as follows:

Secondary Applicants

- ◆ general College admission standards; and
- ◆ Biology 11 or equivalent (C+ or better); and
- ◆ PE 12 or equivalent (C+ or better); and
- ◆ English 12 or equivalent (C+ or better; or recommendation on the basis of Douglas College English Writing Assessment to register in English 130); and
- ◆ C+ or better in any three grade 11/12 courses other than Biology 11, PE 12 and English 12.

Post-Secondary Applicants

- ◆ general College admission standards; and
- ◆ minimum post-secondary cumulative GPA of 2.8 or better (minimum 12 credits); and
- ◆ Biology 11 or equivalent (C+ or better) or one three-credit first-year university Biology (C or better); and
- ◆ PE 12 or equivalent (C+ or better) or one three-credit university-level PHED course (C or better); and
- ◆ English 12 or equivalent (C+ or better) or one three-credit university-level English course (C or better).

All Applicants

- ◆ CPR and standard or emergency First Aid (to be presented at time of program commencement); and
- ◆ medical assessment indicating a satisfactory level of physical and emotional health; and
- ◆ two support letters from coaches or P.E. teachers with reference to:
 - a: character
 - b: sport participation
 - c: physical education class performance including reference to fitness and sport skill; and
 - ◆ a minimum level of one season of experience in two of the following areas:
 - a: coaching.
 - b: volunteerism in any of sport, physical education or recreation.
 - c: leadership in any sport, physical education or recreation.
 - d: officiating in any sport, physical education or recreation.
 - e: administration in any sport, physical education or recreation.

The deadline for applications is March 31.

Graduation Requirements

Upon completion of 60 credits and 20 courses a student may apply for a Diploma in General Studies.

Physical Education courses may be included in transfer programs leading to a variety of Bachelor Degrees (BPE, BA, BSc, BEd, etc). Many areas of specialization are con-

tained within these degree programs: exercise science, health and fitness, teaching (elementary or secondary), applied physiology, kinesiology, sports science, etc.

Transfer is most direct to UBC, SFU and UVic in their respective areas of concentration and students who intend to transfer must contact the receiving institution for current program planning and course equivalency information.

UBC Notes: Effective September, 1993, UBC implemented a new physical education curriculum. The credit requirements for the first two years were reduced to 60 credits from 66 credits.

Performance competency requirements under the old program were replaced by skill analysis performance courses. The new program offers four options, namely: (1) teaching and coaching; (2) leisure and sport management; (3) exercise science; (4) health and fitness. For specific course requirements for each option, students should consult educational planners or physical education faculty members.

Print Futures: Professional Writing

Print Futures: Professional Writing Program, is a two-year program designed for students who wish to develop their writing skills to a professional level in preparation for the ongoing and changing requirements of the workplace. Students will become proficient at producing a wide range of typical workplace documents and at working independently or as part of an effective production team. Although the program focuses primarily on document writing, courses also include communication theory, language studies, interpersonal and research skills, and training in editing, layout, and desktop publishing. The program emphasizes the practical thrust of professional writing by integrating field projects and workplace-centered activities. The program also has a significant academic component; students will be expected to produce research papers and reports as part of their course work.

A Print Futures: Professional Writing Diploma will be awarded upon the successful completion of the program.

Career Opportunities

Graduates of this program will be prepared for careers in professional writing. The program provides graduates with fundamental, field-specific skills, that upon their graduation will offer occupational mobility. Graduates may choose to work in either public or private organizations as Information or Communications Officers, Technical Writers, or Public Relations Writers. Or they may choose to work in the publishing field as Editors. Graduates also may seek employment with any organization in which document writing and production play a significant role, or they may choose to free lance as writing consultants or desktop publishers. Graduates may choose to specialize in a par-

ticular genre, such as technical manuals or research reports, or they may work as generalists.

Admission Requirements

In addition to the general Douglas College admission requirements, the following specific enrolment prerequisites apply to this program:

- ◆ successful completion of the Douglas College Writing Assessment, and a grammar and summary exercise
- ◆ writing samples (letters, essays, articles, creative writing, etc.) as evidence of interest in and dedication to writing
- ◆ basic skills on word processing equipment
- ◆ two letters of reference (character or work-related)
- ◆ a resume and letter of application
- ◆ participation in a Print Futures orientation
- ◆ a group interview

Applicants should bring their writing samples, two reference letters, and their letter/resume to the interview; they should not submit any of these items to the Registrar with their application to the College. Interviews for full-time students will take place in May, following a general orientation session, for enrolment in September. Interviews for part-time students will take place in May (for September enrolment) and in October (for January enrolment).

Note: For information on the writing assessment, please refer to Communications under course descriptions.

Co-operative Education Option

Students enrolled in this program may be eligible for a Co-operative Education designation. Co-operative education involves alternating academic and work terms.

Note: For information see *Co-operative Education* in this calendar or contact the Print Futures office at 527-5292.

Commencement Date and Application Deadline

Applications for the full-time program must be submitted to the Registrar's Office by April 30. Enrolment is limited to 30 students per year, therefore early application is recommended. Part-time applications must be submitted by April 30 (for September intake) or October 31 (for January intake).

Note: The next full-time program intake is September, 1995, and every September thereafter. The next part-time program intake is September, 1995, and every September and January thereafter.

Program Duration

The full-time program consists of four semesters (two years). Classes will not be held during the Summer semes-

ters. Fall and Winter semesters are each fifteen weeks long and classes are offered during the day or evening. Students may be required to participate in some evening and weekend activities during the Fall and Winter semesters. Full-time Print Futures students are expected to involve themselves in an intensive program of study.

The part-time program is structured to accommodate students who are not able to participate fully in the program. Specific, sequenced courses are offered in the Fall, Winter, and Summer semesters as open-enrolment sections to Print Futures Program students, some courses being offered in the evening. In keeping with College policy, students should expect to complete their program in approximately five years.

Both full-time and part-time students are required to complete either a practicum or a co-op placement before graduation.

Program Requirements

Course	Title	Credits
Semester I		
PRFU 100	Introduction to the Writing Profession	3
PRFU 102	Research Skills for Writing	3
CMNS 118	Workplace Writing	3
CMNS 216	Interpersonal Skills for the Workplace	3
	ELECTIVE	3
		15
Semester II		
PRFU 230	Editing I: Copy editing and Proofreading	3
CMNS 218	Research Reporting	3
CRWR 202	Personal Narrative	3
PRFU 350	Document Design & Production I	3
PRFU 310	Writing Technical Manuals	3
		15
Semester III		
PRFU 201	Language Studies	3
PRFU 330	Editing II: Restructuring and Rewriting	3
PRFU 450	Document Design and Production II	3
PRFU 370	Public Relations Writing I: Using the Media	3
	ELECTIVE	3
		15

Semester IV

CRWR 340	Visual Imperative: Writing for Non-Print Media	3
CRWR 401	Writing for Magazines and Trade Publications	3
PRFU 470	Public Relations Writing II: Writing in the Organizational Culture	3
PRFU 495	Professional Readiness I and II	6
		15

Note: Elective requirements for the Print Futures Program include any two first-year University Transfer courses in Arts and Humanities, the Social Sciences, Sciences and Mathematics, English or in other Creative Writing courses selected in consultation with program instructors.

For Course Descriptions, refer to the Discipline and Course Description section in this calendar: see Communications, Creative Writing, and Print Futures.

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Psychiatric Nursing

The Department of Psychiatric Nursing offers the following programs: Diploma in Psychiatric Nursing, Advanced Diploma in Psychiatric Nursing, a Refresher Program, and an Access Program.

Diploma Program

This program is for students who are interested in pursuing a career in psychiatric nursing. Graduates are eligible to write the Registration Examinations of the Registered Psychiatric Nurses Association of B.C. Upon successfully passing the examination, Registered Psychiatric Nurses are eligible to apply for the Advanced Diploma Program.

The Department of Psychiatric Nursing is currently developing a new curriculum for the Psychiatric Nursing Program which will be implemented in September 1995. Please contact the Department Recruitment Coordinator at 527-5027 for further information.

Admission Requirements

Academic admission requirements are currently under review. Please contact the department Recruitment Coordinator for further information at 527-5027.

1. Admission Tests all applicants (unless deemed exempt) must take the following admission tests and achieve the approved score prior to entering the program:

- Douglas College Writing assessment/LPI
- Nelson-Denny Reading Comprehension Test
- Stanford Diagnostic Math Test - Blue Level

2. Language Requirement

Demonstrate competence to speak and understand the English language

3. Admission Interview

Satisfactory interview based on established criteria

4. Additional Requirements on Entry

- ◆ CPR LEVEL C.
- ◆ Industrial First Aid or Standard First Aid.
- ◆ Medical Assessment to indicate satisfactory level of health.
- ◆ Completed Immunization - TB screening and M.M.R.
- ◆ Criminal Record Search.

Exemptions To Admission Criteria

1. Nelson-Denny Reading Comprehension Test

Evidence of successful completion of six credit hours academic course work at the College/ University level where English is the first language.

2. Stanford Diagnostic Math Test - Blue Level

Successful completion of:

- ◆ any College/University level mathematics or statistics course, or
 - ◆ the Douglas College course - DVST 210, or
 - ◆ a math course at Grade 11 or 12 level within the previous five year.
3. Writing Assessment
- ◆ successful completion of a College level preparatory writing course (e.g., CMNS 105, ENGL 124 or an equivalent course); or
 - ◆ successful completion of a 1st year College level English or Written Communications course or equivalent; or
 - ◆ a score of 22/40 or higher on the essay component of the L.P.I. (Language Proficiency Index); or
 - ◆ a final grade of B or above in English 12 in the previous two years; or
 - ◆ a transcript showing enrolment in a College level writing or literature course within the last two years.

Commencement Date and Application**Deadline (subject to change - under review)**

This program starts in September and in January. The deadline for applications is April 1st for the September intake and October 1st for the January intake.

Program Requirements (subject to change - under review)**Access to the Psychiatric Nursing Program**

The admission requirements for access to the Program for applicants who were previously enrolled in a General Nursing Program or who are Registered Nurses are currently under review. Please contact the Department Recruitment Co-ordinator for further information - 527-5027.

Advanced Diploma Program

This post-basic program is a clinical focus program for Registered Psychiatric Nurses and Registered Nurses with appropriate experience and education.

The purpose of the program is to provide a higher level of knowledge and skill for nurses working within specialized areas in psychiatric nursing. The program consists of a series of courses required for all students plus a theory course and clinical course to support the clinical focus. The program is offered in a distance-education, independent-study format with tutorial support through mail and telephone communication.

Students are assigned to a faculty advisor and clinical supervisor(s) for the clinical focus theory and practice courses.

Upon successful completion of the program, a student will receive an Advanced Diploma in Psychiatric Nursing. Graduates from this program may find employment in a variety of specialty areas within psychiatric nursing including community, child and adolescent, forensic, gerontology, and with the mentally handicapped. Graduates of this program will also have increased employment opportunities in different roles within a variety of settings.

Admission Requirements

Candidates must meet the following criteria:

1. Graduation from a recognized psychiatric nursing program or general nursing program.
2. Current registration/licensure in own jurisdiction.
3. An autobiographical letter which includes all the following information:
 - ◆ a list of work experience
 - ◆ description of any specialized skills you have, for example, extent and nature of group skills, leadership, etc.
 - ◆ description of learning needs and practice goals
 - ◆ explanation of preparedness to undertake advanced learning in a distance format
 - ◆ description of the nursing model/approach that you use for psychiatric nursing practice
 - ◆ description of the communication model/interpersonal relationship skills you use in your practice
4. A letter of reference regarding suitability for the program.
5. A criminal record search will be required prior to entry into the clinical course.
6. Graduates of the Psychiatric Nursing Program prior to 1974 and of General Nursing Programs must submit written documentation identifying knowledge and skills comparable to current graduates of Diploma Psychiatric Nursing Programs. Applicants in this category may be required to take selected "bridging" courses, based on a review of their documentation, prior to commencing the Advanced Diploma Program.

Note: Please contact Student Services for information on admission procedures.

Courses	Title	Credits
PNUR 700	Professional Psychiatric Nursing Concepts	3
PNUR 702	Community Concepts in Psychiatric Nursing Practice	3
PNUR 704	Group Process in Psychiatric Nursing Practice	3
PNUR 706	Health Assessment in Psychiatric Nursing Practice	6
PNUR 708	Family Assessment in Psychiatric Nursing Practice	3
PNUR 710	Adjunctive Therapies: Issues & Interventions in Psychiatric Nursing Practice	3
HMG 5120	Health Care Principles of Management	3
PNUR 720	Clinical Focus Concepts for Psychiatric Nursing Practice	6
PNUR 730	Application of Clinical Focus Concepts in Psychiatric Nursing Practice	9

All other Advanced Diploma courses must be completed prior to enrolling in PNUR 720 and 730.

Note: All students are required to take PNUR 700 first, followed by, or concurrently with, PNUR 702. Courses PNUR 704 through PNUR 710 may be taken in any order. In addition, students are required to apply to BCIT and successfully complete HMG 5120: Health Care Principles of Management (3 credits).

Students must complete all of the above courses, including HMG 5120 offered through BCIT, prior to registering for PNUR 720 and PNUR 730.

Commencement Date and Application Deadline

Courses offered in this program start in September and January. The deadline for applications is May 1 for September and October 1 for January.

Note: The Advanced Diploma Program is not offered during the Summer Semester (May - August). However, students enrolled in the Advanced Diploma Program may, upon acceptance into the Bachelor of Health Science (Psychiatric Nursing) Program take degree completion courses offered through the Open Learning Agency.

Bachelor of Health Science (Psychiatric Nursing)

The Open Learning Agency (OLA), in cooperation with the Department of Psychiatric Nursing at Douglas College, offers a Bachelor of Health Science (Psychiatric Nursing)

degree, awarded by OLA's Open University. The degree program is designed to give Registered Psychiatric Nurses (RPNs) and Registered Nurses (RNs) working in a psychiatric/mental health field the opportunity to obtain a baccalaureate degree, following completion of the Advanced Diploma Program in Psychiatric Nursing at Douglas College.

Admission to the degree program is open to students enrolled at Douglas College in the Advanced Diploma Program, to psychiatric nursing graduates registered in British Columbia, Alberta, Saskatchewan and Manitoba and to Registered Nurses working in psychiatric nursing.

Students can complete most of the academic requirements of the degree at any time, with Open Learning Agency courses or their equivalent.

For more information on the Bachelor Health Science (Psychiatric Nursing) including admission and program requirements, please contact the Open Learning Agency at 431-3300 or 1-800-663-9711.

Refresher Program for Psychiatric Nurses

This distance education program is designed to provide upgrading for Registered Psychiatric Nurses to return to practice. It is also offered to Canadian and foreign-trained Graduate Psychiatric Nurses to meet educational requirements for eligibility to write Registration Examinations of the Registered Psychiatric Nurses Association of B.C.

Admission Requirements

Referral by RPNABC. Self-referral of applicants who are not eligible for RPNABC referral will be considered on an individual basis.

Commencement Dates and Application Deadline

The program is offered in September of each year dependent on adequate numbers of applicants. Interested applicants should contact the Registrar's Office regarding deadlines for application.

Program Requirements

Course	Title	Credits
PNUR 420	Psychiatric Nursing Refresher Program - Theory	3
PNUR 421	Psychiatric Nursing Refresher - Practicum	6

Resident Care Attendant Program

The Resident Care Attendant Program is designed to provide students with the opportunity to develop the knowledge, skills and values necessary to function as care providers in a variety of continuing care settings. Graduates are prepared to provide care for older adults experiencing diverse, often complex, but relatively stable health and illness needs.

Graduates are prepared to function collaboratively as members of the multidisciplinary health care team and are qualified to work in any level of institutional continuing care service, including: adult day care, personal care, intermediate care, special care units and extended care.

This is a 20-week full-time program.

Admission Requirements

In addition to the regular college requirements students must:

- ◆ demonstrate satisfactory reading and comprehension skills
- ◆ submit a recent medical assessment indicating satisfactory physical and emotional health
- ◆ submit a current record of immunizations that is in accordance with the recommendations of the Public Health Department (including Hepatitis B vaccine and T.B. screening)
- ◆ hold a current Standard First Aid Certificate and CPR Level "C".
- ◆ be prepared to provide documentation of a current Criminal Record Search which indicates freedom from a criminal record.

Program Requirements

Course	Title	Credits
RCAP 100	Health: Lifestyle and Choices	1.5
RCAP 101	Health and Healing: Concepts for Practice	3
RCAP 102	Human Relations: Interpersonal Communications	1.5
RCAP 110	Work Role: Introduction to Resident Care Attendant Practice	1
RCAP 111	Healing : Personal Care Skills in Resident Care	7
RCP 112	Healing : Special needs in Resident Care	3
RCAP 113	Resident Care Attendant: Practicum	4
		<u>21.0</u>

Note: Students taking RCAP 100, RCAP 101 and RCAP 102 will receive credit for HSAP 100, HSAP 101 and RCAP 102, as these courses are equivalent.

Commencement date and Application Deadline

The application deadlines for the Resident Care Attendant Program are as follows:

For program beginning in January Oct 1.

For program beginning in September April 1.

Because there are a limited number of seats available, students should apply early and may not be admitted to the semester of their choice.

Sign Language Interpretation

The program of Sign Language Interpretation prepares people to facilitate communication between hearing and Deaf people in a wide variety of community based settings. Sign language interpreting requires rapid mental processing and above-average intellect; maturity, emotional stability, and the ability to deal with stress; appropriate cross cultural, social and linguistic skills; and the ability to interpret comfortably in front of large audiences as well as in highly sensitive, personal settings. Entrance into the program, therefore, requires a person who is mentally, physically, emotionally, linguistically, and culturally able to carry out the tasks required in the job as a Sign Language interpreter.

Upon completion of program requirements, the students will receive a diploma (Associate in Sign Language Interpretation).

Career Opportunities

Sign language interpreting is a rapidly expanding field, due to the ever-increasing needs of Deaf individuals to access education, career development, medical/mental health services, and community programs. Graduates may be employed in elementary, secondary, or post-secondary education or by provincial, federal or community agencies. Graduates may opt to work as self-employed, independent contractors, providing their services in an even more diverse array of setting.

Admission Requirements

Prior to acceptance into the program of Sign Language Interpretation; students are required to have advanced American Sign Language skills, an understanding of d/Deaf community, Deaf culture, Hearing cultures, and the field of sign language interpreting equivalent to those taught in the Vancouver Community College Sign Language Studies Program. These competencies can be acquired in a variety of settings and equivalence must be demonstrated on program Threshold Exams.

In addition to Douglas College general admission requirements, students must:

- 1) meet the requirements of the Department of Child, Family and Community Studies (please refer to page)
- 2) demonstrate proficiency in written English communication as determined by a written assessment*
- 3) demonstrate proficiency in American Sign Language communication as determined by the program ASL Threshold Exam;
- 4) demonstrate an understanding of the d/Deaf community, Deaf culture, Hearing culture, and the field of sign language interpreting, as demonstrated by successful completion of the Sign Language Studies Program at VCC or equivalent.

*Please contact the Program Coordinator for exemptions to this requirement if you have completed college/university English or Communications courses.

Commencement Date and Application Deadline

The program of Sign Language Interpretation begins in September of each year. Enrolment is limited and students are advised to apply for admission one year in advance. Applications are processed on a first come, first served basis. Deadline for application is March 1. Individuals are encouraged to apply early.

Program Duration

The full time program commences in August and continues for a total of four semesters. There are opportunities for field-related work and selected integrated courses during the summer between year one and year two. A limited number of part time seats are available. Fall and Winter semesters are 15 weeks long and most classes are offered during the day. In addition to class work, four - eight hours per week of outside community participation is required of all students. Some courses are taught in immersion format off campus at student expense.

Program Requirements

Course	Title	Credits
Semester I		
CFCS 110	Introduction to the Professional Community	3
CFCS 120	Self and Others: Wellness	3
CFCS 140	Introduction to Practice	3
INTR 145	Language and Culture in Action: Text Analysis	3
ASLS 301	Advance ASL Elective I	3
Semester II		
CFCS 130	Change and Development: Lifespan	3
CFCS 220	Working with Others I	3

INTR 225	Professionalism and Cultural Mediation	2
INTR 241	Practicum I	4.5
ASLS 302	Advanced ASL II	3
		<u>15.5</u>

Semester III

CFCs 320	Working with Others II	3
CFCs 330	Change and Development: Families	1.5
INTR 345	Language & Culture in Action: Interpretation I	4
INTR 340	Practicum II	4.5
ASLS 303	Advanced ASL: Special Topics	3
		<u>15.5</u>

Semester IV

CFCs 410	or UT Elective	3
INTR 445	Language & Culture in Action: Interpretation II	4
INTR 425	Professional and Business Practices	2
INTR 440	Practicum III	4.5
ASLS 303	Advanced ASL: Special Topics	3
		<u>16.5</u>

..... Stagecraft Program

The Stagecraft Program provides pre-employment training, upgrading and transferability for students interested in a career within the entertainment industry. The full-time program is designed to provide a combination of academic and practical experience with courses in: Theatre History, Lighting and Audio Techniques, Arts of the Modern World, Scene Painting, and Stage Management.

Upon successful completion of all program requirements, students will be eligible to apply for a Diploma in Performing Arts Stagecraft.

Career Opportunities

The two-year Stagecraft Program prepares students for entry-level positions in the fields of theatrical production and the related performing and visual arts. The program provides students with a number of fundamental, industry-specific skills which upon completion will give graduates a high degree of mobility within the entertainment industry. The program also provides a sound basis for students who later wish to specialize in the technical or production aspects of the broadcast or motion picture industry.

Co-Operative Education Option

Students enrolled in this program may be eligible for a Co-operative Education designation. Co-operative education involves alternating academic and work terms.

Note: For information see Co-operative Education in this calendar or contact the Co-operative Education office at 527-5100.

Admission Requirements

Students must meet Douglas College general admission requirements. Students must also complete an English writing assessment test before registration.

Commencement Date and Application Deadline

The Stagecraft Program has a limited number of available seats with most courses limited to a maximum of 20 full-time and five part-time seats. Intake for the full-time program occurs annually every September. Application deadline is July 1.

For part-time students the intake occurs every semester (Fall and Winter). Application deadlines are August 1 for the Fall intake and December 1 for the Winter intake.

Program Duration

The full-time Stagecraft Program is four semesters (two years) in length. It is an intensive program of study with courses offered throughout the day and evening, five days a week and often including weekends. Students seeking a less demanding schedule may choose part-time studies in courses better suited to their personal timetables and interests. Given the restricted number of available seats, it is recommended that students apply as early as possible.

Full-time and part-time students may also choose to enrol in the Co-op program. Offered between the first and second year, the Co-op program would provide students with career related work experience. Students interested in Co-op should contact the Co-operative Education Program Office.

Program Requirements

Course	Title	Credits
Semester I		
THEA 105 or 107	History of Theatre I or III	3.0
ENGL 130	Academic Writing	3.0
STGE 100	Drafting, Design & Model Making	2.5
STGE 105	Properties	2.0
STGE 110L	Lighting I: Principles of Electricity	2.0
STGE 180	Production Techniques	3.0
		<u>15.5</u>
Semester II		
THEA 106 or 108	History of Theatre II or IV	3.0
STGE 200	Scene Construction	2.5
STGE 202	Scene Painting	2.5
STGE 210	Lighting II: Luminaires	2.0
STGE 220	Stage Management	2.5

STGE 280	Production Techniques	3.0
		<u>15.5</u>

Semester III

ENGL 151	Studies in Drama	3.0
STGE 300	Scene Construction	2.5
STGE 302	Scene Painting	2.0
STGE 310	Lighting III: Control Systems	2.0
STGE 311	Audio Techniques I: Equipment	2.0
STGE 380	Production Techniques	5.0
		<u>16.5</u>

Semester IV

PEFA 102	The Arts of the Modern World	3.0
STGE 405	Technical Direction	2.5
STGE 410	Lighting IV: Design	2.0
STGE 411	Audio Techniques II: Recording and Reinforcement	2.0
STGE 480	Production Techniques	5.0
		<u>14.5</u>

Total Credits 62.0

Note: Before graduation, a basic First-Aid/CPR certificate must be obtained.

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Theatre program

The Douglas College Theatre Program offers a variety of theatre courses, most of which are transferable to university. All are designed to provide a basis for careers in professional theatre and related fields, for careers in community theatre, or simply for the personal development of the individual student. Our facilities, among the most modern in the province, provide an excellent teaching/learning environment for participants and include a 350-seat theatre, a studio theatre, a dance studio, and a theatre shop. Upon successful completion of the program, students are eligible for a Diploma of Performing Arts Theatre.

Career Opportunities

The Theatre Program provides a series of foundation courses for those interested in pursuing a career in the arts. Students in a university transfer program may continue at a university conservatory or professional acting program of their choice for advanced studies, and specialize in various fields including acting and directing. The Program also provides a basis for students who later wish to take more technically oriented courses in radio, television or film, or who wish to specialize in the business/management aspects of the arts industry, either in Canada or abroad.

Program Duration

The full-time Theatre Program is four semesters long. Full-time university transfer students take a minimum of three Theatre courses plus two Arts electives per semester. Full-

time Theatre students take between three and five Theatre courses per semester.

The Theatre Program courses are designed to provide a combination of theory and practical experience for all participants; for example, students study history of the theatre and techniques of acting and also participate in at least one major production per semester. In addition, students may also participate in various performance related public events, both at the College and in the community.

Theatre History is open to students who are not in the Theatre Program, as is a second section of basic acting techniques (THEA 110) in the Winter semester.

Admission Requirements

In addition to the normal Douglas College general requirements, students interested in either the concentrated program or the university transfer theatre major option should also be aware of the following:

- ◆ the Theatre Program intake of new students occurs every September, for concentration and theatre major students
- ◆ the number of available seats is limited, in most courses to a maximum of 22 students
- ◆ an audition/interview is required for all concentration and theatre major students

Note: Additional information and appointments for interviews may be arranged by calling 527-5400 and asking for the Theatre Program.

Commencement Date and Application Deadline

Because of the restricted number of seats available, students should apply as early as possible. Auditions/ interviews for the next intake of concentration and Theatre major students take place in May, with faculty and by appointment only. Classes commence in September of each year.

Program Requirements**Semester I**

Course	Title	Credits
THEA 105	History of Theatre I	3
THEA 110	Acting and Creating	3
THEA 111	Speech for the Stage	3
THEA 171	Creative Movement for the Stage	3
THEA 180	Play Production I	3

Semester II

THEA 106	History of Theatre II	3
THEA 210	The Actor and His/Her Style	3
THEA 211	Intermediate Speech	3
THEA 271	Advanced Problems in Stage Movement	3

THEA 280	Play Production II	3
		15
Semester III		
THEA 107	History of Theatre III	3
THEA 310	Advanced Acting	3
THEA 311	Voice & Movement on Stage	3
THEA 380	Play Production III	3
	Elective	3
		15
Semester IV		
THEA 108	History of Theatre IV	3
THEA 121	Applied Theatre	3
THEA 410	Advanced Acting Techniques	3
THEA 480	Play Production IV	3
	Elective	3
		15

Note: Electives should be appropriate to the Theatre Program and should be selected in consultation with the discipline convenor.

..... Therapeutic Recreation Program

Please refer to page 55 for more program information.

A two-year diploma is becoming the minimum educational requirement to work in the field of recreation, particularly therapeutic recreation. In recognition of this, Douglas College offers a two year Diploma Program in Therapeutic Recreation.

The Therapeutic Recreation program trains students to provide a wide range of leisure services for children, adolescents, and adults who have special needs. Students learn to plan, implement and evaluate individual and group therapeutic recreation activities. The program stresses the application of theory with its model of 60 percent classroom related and 40 percent practicum.

A Diploma in Therapeutic Recreation will be awarded upon the successful completion of the program.

Career Opportunities

Graduates implement recreation programs for people with special needs. Graduates work in various health, social service and recreation agencies including hospitals, intermediate and extended care facilities, group homes, integrated and special schools, drop-in centres, and municipal recreation centres. Approximately 80-85 percent of the graduates find employment in the field within six months.

Admission Requirements

Enrolment in the full and part-time programs is limited. In addition to Douglas College general admission requirements, applicants must:

- 1) effective Fall 1996, meet the minimum age requirement of 19 years on the first day of class
- 2) submit a recent medical assessment indicating satisfactory physical and emotional health
- 3) submit a satisfactory Criminal History Search
- 4) complete, prior to the interview, a writing skills assessment which will indicate whether preparatory writing skills studies are recommended before entering the program
- 5) provide evidence that the applicant has, within the year prior to interviewing, successfully completed at least 45 hours of supervised work (paid or volunteer) in recreation services for people with disabilities or older adults. A referee form will be provided for the supervisor to evaluate the applicant's work

- 6) participate in a Therapeutic Recreation orientation
- 7) demonstrate an adequate level of energy and stamina, emotional stability and interpersonal communication skills during a personal suitability interview
- 8) applicants found suitable for admission but not offered a seat in the program (or students deferring entry) must maintain suitability as a condition for the applicant's name remaining on the roster of eligible applicants. Therefore, applicants not offered (or deferring) a seat will be required to complete an update interview, the purpose of which is to provide them with an opportunity to demonstrate that suitability and readiness have been maintained

Applicants must demonstrate proof of the specific program requirements numbers 5, 6 & 7 at the time of the personal interviews which take place in April or May. Numbers 2 and 3 will be completed after the interview.

Commencement Date and Application Deadline

Applications for the full-time program must be submitted to the Registrar's Office by April 1 of each year. Enrolment is limited to 27 students per year, therefore, early application is recommended. The full-time program commences in September of each year.

The part-time program usually accepts new students every second year. Applications for part-time program must be submitted to the Registrar's Office by March 1, 1995 for the next intake scheduled for September 1995.

Program Duration

The full-time program commences in September and continues for a total of four semesters. Classes in the full-time program will not be held during the summer semesters. Fall and Winter semesters are each 15 weeks long and all classes are offered during the day. Students can anticipate some evening and weekend hours during the practicum.

The part-time program offers courses in the Fall, Winter and Summer semesters with the majority of courses being offered in the evening. Students should expect to take approximately four years to complete a diploma on a part-time basis.

Program Requirements

Semester I

Course	Title	Credits
THRT 100	Recreation Integration	3
THRT 101	Intro to Therapeutic Recreation	3
THRT 102	Human Growth and Development	3
THRT 103	Helping Skills for Therapeutic Recreation Practitioners	3
BIOL 105	Anatomy and Physiology	3
		<u>15</u>

Semester II

THRT 201	Disabling Conditions I	3
THRT 202	Disabling Conditions II	3
THRT 215	Therapeutic Recreation Fitness Leadership Skills	2
THRT 217	Therapeutic Recreation Arts & Crafts	2
THRT 281	Practicum I	4
		<u>14</u>

Semester III

THRT 302	Therapeutic Rec: Leisure and Aging	3
THRT 304	Therapeutic Recreation Process and Program Planning	3
THRT 315	Therapeutic Recreation Physical Activity Skills	3
THRT 32	Therapeutic Rec Arts & Drama	3
THRT 381	Practicum II	5
		<u>17</u>

Semester IV

THRT 403	Leisure Education	3
THRT 404	Advanced Program Planning and Management	3
THRT 480	Practicum III	6
CMNS 115	Practical Writing	3
		<u>15</u>

For course descriptions refer to the Discipline and Course Description section of this calendar - see Therapeutic Recreation.

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Course Descriptions



Accounting

ACCT 110 Principles of Accounting I (3 credits)

This course will introduce the student to the theory and practice of recording and reporting financial events for service and merchandising businesses, with consideration of accounting for property owned by businesses.

Prerequisite: Math 11

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall, Winter and Summer

ACCT 115 Construction Accounting (3 credits)

This course first examines the basic framework of an accounting system - the accounting cycle - then fits some of the peculiar requirements of the construction industry into that basic framework. It also includes preparation and preliminary analysis of financial statements and accounting for tax purposes.

Prerequisite: BUSN 210 or Permission of Instructor

Lecture: 4

Not offered 1995/96

ACCT 210 Principles of Accounting II (3 credits)

This course will introduce the student to the recording and safeguarding of owners' interests under differing legal forms of business enterprises as well as techniques in the analysis of financial statements. The course will also introduce the student to accounting for budgeting, cost-volume-profit analysis and an appraisal of some basic accounting theory.

Prerequisite: ACCT 110

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall, Winter and Summer

ACCT 220 Computerized Accounting (3 credits)

This course will introduce the student to the concepts and practices of accounting on computers. In addition to some Lotus spreadsheet techniques and applications, the student will learn the ACCPAC PLUS modules: General Ledger, Accounts Receivable and Accounts Payable.

ACCT 310 Accounting Theory I (3 credits)

This course builds on the foundation of accounting techniques and theory covered in Accounting 110 and 210. The focus will be an in-depth analysis of more complex accounting concepts, principles, and procedures which relate to the assets of an enterprise. Additional topics will include the conceptual framework of accounting, the measurement of revenue, the correction of error, and changes in accounting policies and estimates, and leases. The student will prepare, in accordance with the CICA Handbook and using AccPac G/L software, a full set of financial statements and notes.

Prerequisites: ACCT 210, ACCT 220

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall and Winter

ACCT 320 Managerial Accounting I (3 credits)

This course will introduce the student to the principles of managerial systems, control, and decision-making, and analysis of financial information for service, merchandising and manufacturing sectors. Topics include: job-order costing and process costing using actual, normal, standard, direct (variable) and absorption costing methodologies; activity based accounting; budgeting, cost-volume-profit analysis and relevant cost analysis. Many topics will include computer applications using Lotus 1-2-3.

Prerequisites: ACCT 210, ACCT 220

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall and Winter

ACCT 330 Accounting Software (3 credits)

This course, intended for Accounting Program students, will provide the student with a working knowledge of a computerized accounting program, and of the accounting applications of spreadsheet programs. Emphasis will be placed on inventory costing, budgeting and financial statement design.

Prerequisites: CISC 110, ACCT 110

Lecture: 3; Seminar: 1

Not offered 1995/96

ACCT 410 Accounting Theory II (3 credits)

This course builds on the foundation of accounting techniques and theory covered in Accounting 110 and 210. The focus will be an in-depth analysis of more complex accounting concepts, principles, and procedures which relate to the liabilities and shareholders; equity of an enterprise. Additional topics will include: the conceptual framework of accounting, statement of changes in financial position and analysis of financial information. The student will prepare, in accordance with the CICA Handbook, a full set of financial statements and notes utilizing AccPac G/L software.

Prerequisite: ACCT 210, ACCT 220

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall and Winter

ACCT 420 Managerial Accounting II (3 credits)

This course introduces the student to alternative systems, processes, and analytical techniques used in managing and controlling more sophisticated business operations. Topics will include pricing decisions, budgeting options, cost allocation techniques, process and hybrid costing systems, inventory management and transfer pricing. Computerized applications and casework will be used where appropriate.

Prerequisite: ACCT 320

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall and Winter

American Sign Language

American Sign Language (ASL) is the third most widely used language in North America. It is used widely by Deaf children and adults, who make up about 10 percent of the population. ASL is a useful subject for individuals who wish to communicate effectively with the Deaf people they encounter at work, social events, and near home. ASLS 150 offers students an opportunity to become familiar with the differences in cultural norms, expectations, and the rules of social interaction between Deaf and hearing individuals. Fluency in ASL and knowledge of Deaf and hearing cultures is prerequisite for those students who wish to become sign language interpreters, teachers, counsellors, or other professionals working with Deaf people.

ASLS 099 Introduction to American Sign Language (1 credit)

This course provides an introduction to the visual-gestural base upon which American Sign Language stands. Drawing on familiar gestures and facial expressions, students will develop the building blocks necessary to communicate visually. This course will assist in developing basic visual perception and physical dexterity in American Sign Language courses.

Prerequisite: None

Total Hours: 20

Offered: TBA

ASLS 101 Basic American Sign Language I (3 credits)

This course is designed for students with little or no American Sign Language (ASL). It is aimed at developing basic communication skills. ASL is used in class exclusively in order to facilitate comprehension skills and grammatical structures. Basic Deaf cultural information will be included. This course is not open to native signers.

Prerequisite: AMSL 099 Total Hours: 75

Offered: TBA

ASLS 102 Basic American Sign Language II (3 credits)

This course is designed for students who have completed AMSL 101 or equivalent. It is aimed at continuing the development of basic communication skills. ASL is used in class exclusively in order to facilitate comprehension skills, grammatical structures and provide practice in expressive aspects of the language. Basic exposure to Deaf cultural information will be continued. This course is not open to native signers.

Prerequisite: AMSL 102

Total Hours: 75

Offered: TBA

ASLS 103 Basic American Sign Language III (3 credits)

This course is designed for students who have completed AMSL 102 or equivalent. It is aimed at developing further basic communication skills. ASL is used in class exclusively.

Prerequisite: AMSL 102

Total Hours: 75

Offered: TBA

ASLS 140 Directed Studies in American Sign Language (1-3 credits)

This course enables students to get practical experience in language development and Deaf community interaction. Through negotiation with the program faculty, the student will develop the framework for an ASL acquisition project involving one or more members of the Deaf community. Upon completion of the project, the student shall present evidence of language learning in the form of a written and/or videotaped report subscribing to instructor-provided format. This course may be repeated up to 3 times for credit.

Prerequisite: Permission of the program faculty

Corequisite: Nil

ASLS 150 Comparative Cultures: Deaf and Hearing (3 credits)

This course is an introduction to the cultures of Deaf and Hearing people in Canada. The course will cover internal features of cultures in general, including rules, norms, values, deviance, insider-versus-outsider status and power relations as applied to the cultures of Deaf and Hearing persons. Special attention will be given to minority group dynamics, attitudes and behaviours characteristic of oppressed and oppressor people, and liberation movements will be discussed and applied to deaf-hearing dynamics.

Prerequisite: None

Total Hours: 60

Offered: TBA

ASLS 201 Intermediate American Sign Language I (3 credits)

This course is designed for students who have completed AMSL 103 or equivalent. It is aimed at developing further basic communication skills. ASL is used in class exclusively.

Prerequisite: AMSL 103

Total Hours: 75

Offered: TBA

ASLS 202 Intermediate American Sign Language II (3 credits)

This course is designed for students who have completed AMSL 201 or equivalent. It builds on previously acquired skills, develops expressive and receptive skills, and provides basic understanding of the Canadian Deaf culture. ASL is used in class exclusively.

Prerequisite: AMSL 201

Total Hours: 75

Offered: TBA

ASLS 203 Intermediate American Sign Language III (3 credits)

This course is designed for student who have completed AMSL 202 or equivalent in order to increase American Sign Language vocabulary and grammatical structures as they relate to sentence types, time and pronominalization. ASL

conversation skills will be emphasized.

Prerequisite: AMSL 202

Total Hours: 75

Offered: TBA

ASLS 301 Advanced American Sign Language I (3 credits)

This course is designed for students who have completed ASML 203 or equivalent. It is aimed at refining and strengthening the skills acquired in previous levels, particularly reading and expressing ASL; and at providing a deeper understanding of the Canadian Deaf culture.

Prerequisite: AMSL 203

Total Hours: 75

Offered: Fall

ASLS 302 Advanced American Sign Language II (3 credits)

This course is designed for students who have completed AMSL 301 or equivalent. It is aimed at refining and strengthening the skills acquired in previous levels, particularly reading and expressing ASL; and at providing a deeper understanding of the Canadian Deaf folklore.

Prerequisite: AMSL 301

Total Hours: 75

Offered: Winter

ASLS 303 Advanced American Sign Language: Special Topics (3 credits)

This course will offer students an opportunity to study a variety of special topics to advance their sign language skills and knowledge. Students may repeat the course a total of six times, once per special topic. A. ASL Semantics I; B. ASL Semantics II; C. Numbering Systems; D. Register Variations; E. Gender and Geographic Variations. This course will be offered on demand on a rotating basis.

Prerequisite: AMSL 302

Total Hours: 75

Offered: Fall and Winter

Anthropology

Anthropology is the study of humanity, emphasizing a cross-cultural and comparative approach. Anthropologists study human physical evolution and the history of cultures, as well as providing in-depth studies of specific societies. Knowledge of human diversity provided by anthropology is valuable to anyone seeking a career in the social sciences or public service.

Students intending to transfer to U.B.C. should take ANTH 100 and any one of ANTH 111, 112, 130 or 200. This will be considered equivalent to U.B.C.'s prerequisite course, Anthropology 200.

Students transferring to S.F.U. should note that anthropology and archaeology are divided at that institution. Douglas courses ANTH 100, 120, 130, 160, 170, 191, 200 and 220, transfer to the Department of Sociology and Anthro-

pology, while ANTH 111, 112, 192 and 210 transfer to the Department of Archaeology. Students going into the Department of Sociology and Anthropology should take ANTH 100 and 200, while those planning to major in archaeology should take ANTH 111, 112, and 210.

ANTH 100 Social and Cultural Anthropology (3 credits)

This course is mainly a descriptive introduction to Social and Cultural Anthropology; that is, the study of the cultural traditions, and social life of modern non-Western societies looked at in the broader context of the relations between humans and their culture, culture and personality, and the question of cultural evolution.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall and Winter

ANTH 111 Introduction to Physical Anthropology (3 credits)

This course surveys the scope, goals and major discoveries of physical anthropology, dealing particularly with human biological evolution, the hominid fossil record and present physical diversity.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall

ANTH 112 Introduction to Archaeology (3 credits)

This course surveys the scope and goals of archaeology and the techniques used in the investigation of the human past. It also surveys the major stages of human cultural evolution, from earliest hunting and gathering societies to the emergence of complex urban civilizations.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall and Winter

ANTH 120 The Indians of B.C. (3 credits)

This course provides an overview of native cultures in British Columbia, from earliest occupation to selected modern issues. The linguistic and cultural diversity of B.C.'s First Nations will be emphasized. Particular attention will be given to the traditional cultures as they existed shortly after contact with Europeans.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Winter

ANTH 130 The Anthropology of Religion (3 credits)

An introduction to the comparative study of religion, especially beliefs and rituals which differ from those of the major world religions. The role of religion in social life will be examined through selected classic ethnographic examples, and there will be some consideration of various theories about the universality of religious and magical beliefs and practices.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Winter

ANTH 160 Canadian Native Cultures (3 credits)

This course examines the nature and diversity of Canadian Indian, Inuit, and Metis cultures. It looks at native adaptations from the earliest evidence recovered by archaeologists to selected aspects of modern aboriginal life in Canada. Particular attention will be given to the traditional cultures as they existed shortly after contact with Europeans.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall

ANTH 170 Anthropology in Developing Countries (3 credits)

This course provides an introduction to the social and cultural consequences, for peasant peoples, of the global drive for modernization and development. The struggle for self-preservation and dignity against these forces is seen as the basis of such issues as ecological degradation, land reform, wealth and poverty, ideological polarity, mass urban migration, and the merits of aid programs.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall

ANTH 191 Anthropological Study Tour (3 credits)

Educational travel tours, allowing students to personally experience other cultures and places, may be occasionally organized to various destinations. Participants will investigate the prehistory, history, and contemporary cultures of the selected area through guided visits to archaeological sites, museums, and modern villages and cities. Such study tours may be taken on a credit or non-credit basis. All costs of travel, accommodation, etc. will be paid by the student.

Prerequisite: None

Educational travel: 50 hours

*For transfer credit please refer to page 203.

Not offered 1995/96

ANTH 192 Archaeological Field Studies (6 credits)

This is a field course in archaeology, with emphasis on the techniques of archaeological excavation. Additional topics include archaeological theory, techniques of laboratory analysis, and such skills as photography and mapping. To be offered only in the summer.

Prerequisite: Consent of instructor

*For transfer credit please refer to page 203.

Not offered 1995/96

ANTH 200 Theoretical Perspectives in Social Anthropology (3 credits)

This course involves a review and evaluation of the more important theories of humanity and culture propounded by anthropologists of the past and present. These theories draw together many classic ethnographic accounts in order to explain both fundamental cultural universals and the enormous surface variety of cultural traditions.

*For transfer credit please refer to page 203.

Prerequisite: ANTH 100 Lecture: 3; Seminar: 1

Offered: Winter

ANTH 210 New World Prehistory (3 credits)

This course applies the principles and concepts of archaeology to a survey of prehistoric New World cultures. It deals with the earliest occupation of the New World to the time of European colonization, and from small hunting and gathering societies to the complex civilizations of Mexico, Guatemala, and Peru.

Prerequisite: ANTH 111 or 112

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Winter

ANTH 220 The Anthropology of Healing (3 credits)

An introduction survey course which deals with the beliefs and practices concerning the identification and treatment of sickness in tribal and other non-Western cultures and reviews the impact of Western medicine on traditional forms of therapeutic intervention.

Prerequisite: ANTH 100 or Permission of Instructor

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Fall

Basic Occupational Education

These courses are only for those students enrolled in the Basic Occupational Education program.

BOCE 110 Basic Occupational Education Program-Food Services (16 credits)

This option provides special needs students with skills which enable them to obtain entry level jobs in the food services trade and/or pursue further training in the field. Individualized training in a working cafeteria and classroom setting, provides students with competitive job skills in dishwashing, pot scrubbing, bussing and kitchen maintenance. Basic food preparation and customer service skills may also be offered.

Offered: Continuous entry

BOCE 111 Basic Occupational Education Program-Food Services Practicum (6 credits)

This course provides the opportunity for the Basic Occupational Education student to gain realistic work experience in dishwashing, pot scrubbing, bussing, kitchen

maintenance and basic food preparation, through participation in community cafeteria/restaurant settings. Students may attend weekly seminars to provide opportunity for integration of practicum experiences with classroom learning.

Offered: Continuous entry

BOCE 120 Basic Occupational Education Program - Electronic Assembly (16 credits)

The Electronic Assembly option provides special needs students with skills which enable them to obtain entry level jobs in electronics or related industries. Individualized training in laboratory and classroom settings provides students with essential knowledge and skills in core areas including communications, health and safety, and in specific electronics areas, such as printed circuit board assembly.

Offered: Continuous entry

BOCE 121 Basic Occupational Education Program - Electronic Assembly Practicum (6 credits)

This course provides opportunity for students enrolled in the Basic Occupational Education Program-Electronic Assembly to gain realistic work experience in basic electronic and general assembly skills through practicum participation in community manufacturing settings. Students may attend a weekly seminar to provide opportunity for integration of practicum experiences with classroom learning.

Offered: Continuous entry

BOCE 130 Basic Occupational Education - Records Processing (Micrographic Services) (15 credits)

The Basic Occupational Education Program - Records Processing (Micrographic Services) prepares students who have special learning needs for positions in the records processing and micrographic services industries. Individualized training in classroom and laboratory settings provides students with essential knowledge and skills in general employment related areas as well as in records processing and micrographic services and related clerical areas.

Offered: Continuous entry

BOCE 131 Basic Occupational Education - Records Processing (Micrographic Services) Practicum (6 credits)

This course provides opportunity for students enrolled in the Records Processing (Micrographic Services) Option to gain realistic work experience in relevant skills, through practicum participation in community settings. Students attend weekly seminars to provide opportunity for integration of practicum experiences with on-campus learning.

Offered: Continuous entry

BOCE 210 Basic Occupational Education - Program - Food Services (16 credits)

BOCE 211 Basic Occupational Education - Program - Food Services (6 credits)

BOCE 220 Basic Occupational Education - Program - Electronic Assembly1 (16 credits)

BOCE 221 Basic Occupational Education - Program - Electronic Assembly (6 credits)

BOCE 230 Basic Occupational Education - Program Records Processing (Micrographic Services) (15 credits)

BOCE 231 Basic Occupational Education - Program - Records Processing (Micrographic Services) (6 credits)

The above two hundred level Basic Occupational Education (BOCE) courses are designed for former students or individuals with significant work experience in one of the three vocational areas. The intent of the courses is to assist students in upgrading their skills to the levels of competency required by these industry areas, and /or their respective employers. These Basic Occupational Education Program courses are individualized, self-paced, and may involve one or all of the following educational experiences: practicum, laboratory and classroom.

Offered: Continuous entry.

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Biology

Students must bring a copy of their transcript(s) to registration as proof of prerequisite course requirements. Transcripts on file in the Office of the Registrar will not be released or photocopied.

The biology laboratory is operated on an open audio-tutorial system. Students taking a biology course should plan on spending from three to five hours a week (depending on the course) in the laboratory, but not necessarily at one time. When timetabling, students should see that this time is made available. The times during which the laboratory is open are posted at the entrance to the laboratory. There is also a two hour weekly seminar. Those intending to transfer to a major or honours program in biology should take the following courses in first year.

SEMESTER I

BIOL 110

CHEM 110

MATH 120

PHYS 110 or PHYS 107

SEMESTER II

BIOL 210

CHEM 210

MATH 220

PHYS 210 or PHYS 207

The following courses are recommended in the second year. Selection of these and additional courses will depend on the program and institution to which you plan to transfer. Consult the appropriate calendar for further information.

SEMESTER III

BIOL 321

BIOL 322

CHEM 310 or CHEM 320

SEMESTER IV

BIOL 320

BIOL 421

CHEM 410 or CHEM 420

BIOL 103 Human Biology I (3 credits)

Human biology is an introduction to the study of anatomy and physiology of humans. The levels of organization in the human body are studied as well as the anatomy and physiology of the skeletal, muscular, and circulatory, immune, respiratory and digestive systems. Enrolment is usually limited to students in the nursing program. An evening section may be offered for students not currently in the nursing program.

Prerequisite: None

Laboratory: 3; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Fall and Winter

BIOL 105 Human Anatomy and Physiology (3 credits)

This course examines the anatomy and physiology of humans. The skeletal, muscular, circulatory, respiratory, nervous, digestive, excretory and endocrine systems are studied. Enrollment is usually limited to students in the Therapeutic Recreation program.

Prerequisite: Enrollment in the Therapeutic Recreation program

Laboratory: 3; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Fall

BIOL 109 Human Anatomy and Physiology I (3 credits)

This course introduces the basic organization of the human body and examines the anatomy and physiology of cells, tissues, integumentary system, skeletal system, articulations, muscular systems and nervous system. Enrollment is usually limited to students in the Physical Education program.

Prerequisite: None

Laboratory: 3; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Fall

BIOL 110 Principles of Biology: The Biosphere (5 credits)

This course is an introduction to the biosphere, the diversity of life, and biotic interactions. The anatomy and physiology of organisms are also studied.

Prerequisite: None

Laboratory: 5; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Fall and Winter

BIOL 203 Human Biology II (3 credits)

Human Biology II is a continuation of the study of the anatomy and physiology of humans. The anatomy and physiology of the nervous, excretory, endocrine, and reproductive systems are studied. Enrollment is usually limited to students in the nursing program. An evening section may be offered for students not currently in the

nursing program.

Prerequisite: BIOL 103 or permission of instructor

Laboratory: 3; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Winter, Summer and Fall

BIOL 209 Human Anatomy and Physiology II (3 credits)

The second half of a two-semester course. It examines nutrition, metabolism and the anatomy and physiology of the digestive, circulatory, respiratory, excretory, endocrine and reproductive systems. Enrolment is usually limited to students in the Physical Education program.

Prerequisite: BIOL 109 or permission of instructor

Laboratory: 3; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Winter

BIOL 210 Principles of Biology: The Organism (5 credits)

The second half of a two semester course. It deals with the detailed microscopic structure and biochemical functioning of a living organism. Mechanisms of inheritance and evolution are also studied.

Prerequisite: BIOL 110 or permission of instructor

Laboratory: 5; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Fall and Winter

BIOL 320 Genetics (5 credits)

The principles of heredity: transmission, exchange, mutation and functioning of genetic material are covered in this course.

Prerequisites: BIOL 110 and BIOL 210 or permission of instructor

Laboratory: 3; Seminar: 2; Tutorial: 2

*For transfer credit please refer to page 203.

Offered: Winter

BIOL 321 Cell Biology (5 credits)

A survey of cell ultrastructure along with some consideration of cellular functioning. Students are expected to acquire considerable skill in the preparation of material for microscopic examination.

Prerequisites: BIOL 110 & BIOL 210 or permission of instructor

Laboratory: 5; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Fall

BIOL 322 Ecology (5 credits)

A study of the interactions of living organisms with their environment. Population and community dynamics are examined, ending with a consideration of how human activities have an impact on natural systems.

Prerequisites: BIOL 110 and BIOL 210 or permission of instructor

Laboratory: 2; Seminar: 2; Field Experience: 4

*For transfer credit please refer to page 203.

Offered: Fall

BIOL 421 Cell Biochemistry (3 credits)

An introduction to the biochemistry of a cell, including the structural and functional aspects of the micro and macro molecules. Protein structure, enzyme kinetics, and energy pathways will be considered. Some metabolic sequences in the cell will be examined in relation to control mechanisms.

Prerequisites: BIOL 321 and CHEM 320

Corequisite: CHEM 420

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Winter

SCIE 107 Introduction to Environmental Science (5 credits)

Within the framework of marine, freshwater and terrestrial ecosystems, this course considers the characteristics of the natural environment and in particular the potential for environmental destruction. Questions such as the disposal of toxic wastes, natural hazards (landslides, volcanic eruptions and earthquakes), resource exploitation and land use planning are discussed with special emphasis, through fieldwork, on the local or regional environment. The course is specifically designed for students with little or no background in science.

Prerequisite: None

Lecture: 4; Laboratory: 1.5; Field experience: 1.5

*For transfer credit please refer to page 203.

Offered: TBA

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Business

BUSN 111 Small Business Management (3 credits)

This course is for the person who will face the problems of running a business and of filling the roles of office manager, stockkeeper, salesman and personnel manager. It examines the day-to-day administration and overall organization of the business entity (proprietorship, partnership, limited company).

Prerequisite: None

Lecture: 4

Not offered 1995/96

BUSN 200 Fundamentals of Business (3 credits)

This course provides a broad overview of the Canadian business system, how it functions, and how it relates to specific areas such as marketing, production and finance. The course provides a specific insight into actual business operations and some of the major areas of concern regarding the role of business in society.

Prerequisite: Math 11 or DVST 410

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Fall, Winter and Summer

BUSN 201 The Business Profession (3 credits)

This seminar course brings professional businessmen face-to-face with students in a series of weekly meetings.

Diverse business fields (e.g. forest products, mining, transportation, retailing) and many executive functions (e.g. marketing, finance, sales, personnel) are represented. professional problems, goals, decision processes and strategies are discussed by the practitioners.

Prerequisite: None

Lecture: 2; Seminar: 2

Not offered 1995/96

BUSN 210 Management Essentials (3 credits)

This course will introduce the student to managerial principles and methods: allocation of priorities to the firm's objectives and responsibilities, framing of policy, processes of planning, organizing, staffing, and controlling work of others to achieve objectives. Particular attention is given to managerial decision-making in a complex society.

Prerequisite: Math 11 or DVST 410

Lecture: 3; Seminar: 1

*For transfer credit please refer to page 203.

Offered: Fall, Winter and Summer

BUSN 250 Exploring Business Ownership (3 credits)

This is an introductory course for people who want to investigate entrepreneurship as a career option, and their suitability as potential business owners. A variety of business areas are covered, including the development of a specific business plan.

Prerequisite: one BUSN course recommended

Lecture: 1; Seminar: 3

Offered: Fall

BUSN 310 Administrative Practices I (3 credits)

This course will promote skill development in the areas of leadership, communication, decision making, planning and control. Students will increase their understanding of the manager's job and environment, individual and group behaviour and staff, conflict, control and change processes.

Prerequisite: BUSN 210

Lecture: 1 Seminar: 3

Offered: Fall

BUSN 315 H.I.S.P. Supervisory Management (2.5 credits)

This course will provide H.I.S.P. students with a specific orientation and skills development knowledge of first-line (supervisory) management. Participants will experience an in-depth examination of the supervisory role as a special case of leadership, the only level of management that interfaces directly with non-management personnel. Communication, leadership and motivational skills will be given special emphasis. Other related concepts and issues concerning role ambiguity, peer relationships, environmental shaping and special issues will be examined.

Prerequisite: BUSN 215

Classroom (11 weeks) Lecture: 1; Seminar: 3

Practicum (4 weeks): 4

Offered: Winter

BUSN 320 Business Law I (3 credits)

This course will provide a general review of the meaning,

sources and administration of business law, and a more detailed examination of the law of contracts with particular reference to business situations. The course is designed to give the student an understanding of business law including consumer protection, legislation and potential changes in the legal climate of Canada.

Prerequisite: None

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Fall, Winter and Summer

BUSN 330 Business Mathematics (3 credits)

This course will cover the mathematical interpretation of fundamental business economic concepts with applications to managerial decision-making. Topics covered will include linear and non-linear equations, time value of money, marginal and break-even analysis, basic linear programming and introduction to statistics.

Prerequisite: Math 11 or DVST 410

Lecture: 3; Seminar: 1

*For transfer credit please refer to page 203.

Offered: Fall, Winter and Summer

BUSN 335 Business Probability & Statistics (3 credits)

This course introduces students to statistics and their application in the business world. Topics covered will include: measurements of central tendency and variability; the rules of probability; probability distributions such as the binomial, poisson and normal; sampling; estimation and hypothesis testing.

Prerequisite: BUSN Math 330 or permission of instructor

Lecture: 3; Seminar: 1

*For transfer credit please refer to page 203.

Offered: Winter

BUSN 337 Research Applications I (3 credits)

This course, restricted to H.I.S.P. students, is an introduction to statistics in health record information systems with applied computer analysis using SPSS. Topics covered include: designing studies, preparing data for analysis, describing data, probability distributions, sampling, testing hypotheses, and examining relationships between variables.

Prerequisite: Second semester standing or Permission of Instructor. Algebra 12 or equivalent.

Lecture: 2; Lecture/Practice: 2

*For transfer credit please refer to page 203.

Offered: Fall

BUSN 350 Personnel Practices and Administration (3 credits)

This course is intended for students with little or no experience in a supervisory, business or industrial setting. Attention is directed to problems involved in the maintenance of an efficient work force: human behaviour in organizations, personnel programming, job analysis and evaluation, wage and salary administration, personnel recruitment and development, evaluation procedures and fringe benefits.

Prerequisite: Math 11 or DVST 410

Lecture: 2; Seminar: 2

Offered: Fall and Winter

BUSN 410 Administrative Practices II (3 credits)

This course builds on the skills attained in Administrative Practices I and continues with the application of the functions of management. Specific areas of decision making will include financial management, human resource management, industrial relations, marketing management, and production and operations management.

Prerequisite: BUSN 310

Lecture 1; Seminar 3

Offered: Winter

BUSN 420 Business Law II (3 credits)

This course will cover a wide range of items such as general employment contracts, contracts of insurance, guarantee, bailment and agency, negotiable instruments, forms of business organization, devices for securing credit, bankruptcy, labour relations, taxation, financial institutions, and relevant provincial and federal legislation.

Prerequisite: BUSN 320

Lecture: 3; Seminar: 1

*For transfer credit please refer to page 203.

Offered: Fall and Winter

BUSN 430 Business Statistics (3 credits)

This course will provide an introduction to statistics. Topics covered will be measurements of central tendency and variability, the rules of probability distributions such as the binomial, normal, student t, and chi-squared, set up of confidence intervals and test hypotheses for population means and proportions. The course will also introduce the student to the use of statistical software.

Prerequisite: BUSN 330

Lecture: 3; Seminar: 1

Offered: Fall and Winter

BUSN 432 Economics and Business Statistics (3 credits)

This course concentrates on the techniques for collecting and summarizing numerical information from a subset of the population, with the purpose of making inferences about the whole population. In accomplishing this the course will cover measures of probability, probability distributions, sampling, estimation and hypothesis testing. Students will relate course topics to business and economic problems.

Prerequisite: ECON 150 or 250; MATH 120 or 125

Second Semester Standing

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Winter and Fall

BUSN 437 Research Applications II (3 credits)

This course, restricted to Health Information Services program students, builds on the skills acquired in Research Applications I related to research in the health record profession. Topics covered include: the nature and types of research, identifying the research problem, and reviewing and evaluat-

ing the research literature. The role of the health record administrator in health sciences research will be discussed.

Prerequisite: BUSN 337

Lecture: 4

Offered: Winter

BUSN 450 Supervisory Management (3 credits)

This course is designed to give both first-level and second-level supervisors in industry, commerce and social agencies a broader understanding of the theory and practice of fundamentals of supervision and of the supervisor's responsibilities as a leader, implementor of ideas, co-worker, subordinate and mediator.

Prerequisite: None

Lecture: 4

Not offered 1995/96

BUSN 451 Industrial Relations (3 credits)

This course is an introduction to the Canadian industrial relations system, including: the historical development of trade unions; the structure, organization and operation of unions; public policy covering labour and employment relations; union certification; collective bargaining; contract administration; dispute resolution; and contemporary issues in labour relations.

Prerequisite: Math 11

Lecture: 3; Seminar: 1

Offered: Winter

BUSN 470 Business Simulation (3 credits)

This course uses a computer simulation of the market for a consumer durable. It focuses on the major functional areas of business. Student teams make marketing, finance, and production decisions in a competitive environment and are responsible for the resulting financial outcome for their own company.

Prerequisite: Fourth-semester standing, 30 credits in Business

Lecture: 1; Seminar: 2; Student Directed Learning: 2

Offered: Fall and Winter

BUSN 495 Applied Project (3 credits)

This course enables students in the Administrative Management Program to acquire practical experience in the functions of management by participating in the day-to-day operation of an organization. Each student will negotiate on agreement for the project work. Project topics may vary from in-depth research to proposals for solutions to management problems.

Prerequisite: 45 Administrative Management program credits or permission of instructor

Seminar: 16; Field Experience: 56

Offered: Winter

Career and Employment Preparation

(for adults with disabilities)

These courses are only for students enrolled in Career and Employment Preparation and are taken as corequisites. The program is offered in the Fall and Winter semesters.

CAEP 201 Career Exploration and Planning (3 credits)

This course is designed to provide adults with a disability with an ongoing supportive environment in which to explore career alternatives. It will include self assessment, job training information and the development of a career plan with short and long term goals.

CAEP 202 Job Preparation and Maintenance (3 credits)

This course is designed to prepare adults with a disability for employment by increasing awareness of those factors which affect job maintenance. It will include exploration of employee/employer attitudes and expectations, development of self management skills and work-related communication skills. Students are expected to demonstrate appropriate work habits, as learned.

CAEP 203 Interpersonal Skills for the Work Place (3 credits)

This course is designed to provide students with the skills to enter new working and training situations with increased confidence and assertively handle employment-related interpersonal situations. In particular, students will learn to communicate positively and effectively about their disability.

CAEP 204 Job Search Skills (3 credits)

This course is designed to provide adults with a disability with a comprehensive overview of job seeking strategies. It contains the basic tenets of job search applicable to the general population while recognizing the unique circumstances of the disabling condition.

CAEP 205 Work Placement (3 credits)

This course will provide experience in at least two different work or training environments related to career/job choices. Students will test their ideas, gather information and gain exposure to work sites. Students are also expected to demonstrate and practise appropriate work habits as learned in Job Preparation and Maintenance.

Chemistry

Students must have a copy of their transcript(s) as proof of prerequisite course requirements.

Chemistry Assessment Test

Starting Fall 1996, new students will write a chemistry assessment test before registering for CHEM 105 and CHEM 110.

The Chemistry Department offers a pre-college course (CHEM 104) and first and second year university transfer courses. Students intending to transfer into the second year of a university program are advised to refer to the appropriate university calendar for the specific course requirements. To obtain credit for the first year in the Faculty of Science at UBC, the following courses are required: CHEM 110/210, PHYS 110/210 (or PHYS 107/207) and MATH 120/220. (Some optional courses are also required to complete the first year.)

Mathematics is required in many university programs and most chemistry courses offered at the College require mathematics prerequisites. For this reason, students are advised to consider carefully the sequence of math and chemistry courses taken. The following sequence is suggested to permit students to progress smoothly through chemistry and mathematics in the minimum number of semesters. Students should start at the level consistent with their previous experience.

- a) Students with little or no previous mathematics must take MATH 101 before registering for CHEM 104.
- b) Students with CHEM 104 (or CHEMistry 11) and MATH 101 should take CHEM 105 and MATH 110.

Students with Chemistry 12 and Math 12 should take the following:

Semester 1 - CHEM 110 and MATH 120

Semester 2 - CHEM 210 and MATH 220

- d) Students may take their third and fourth semesters of chemistry at Douglas College. These transfer as second-year university courses, eg. CHEM 320 and CHEM 420 transfer as UBC Chemistry 230.

The following is a possible arrangement:

Semester 3 - CHEM 310; CHEM 320 or 321;
MATH 321

Semester 4 - CHEM 410; CHEM 420 or 421;
MATH 421.

Chemistry Refresher Course

This course is normally offered during the week before classes; i.e. registration week. This course is designed for students who have been out of school for some time and thus may lack the confidence to enrol directly in a College-level Chemistry course. The course emphasizes problem solving and a review of important basic concepts and math skills.

CHEM 104 Preparation for General Chemistry (4 credits)

This course is a basic introduction to chemistry and is intended for students with little or no background in chemistry. Topics will include exponential notation, significant figures, dimensional analysis, metric system, density, symbols, chemical formulae and equations, percentage composition and simplest formula, atomic mass, mole concept, stoichiometry, solutions, molarity, classification of matter, gases, periodic table and some descriptive chemistry.

Prerequisite: MATH 101 or equivalent

Lecture: 4; Laboratory: 2

Offered: Fall and/or Winter

CHEM 105 Introductory Chemistry (5 credits)

This course quickly reviews the content of CHEM 104 and then continues with the study of the following topics: stoichiometry, atoms and molecules, solids, liquids and gases, solutions, acids and bases, chemical equilibria, oxidation and reduction and an introduction to electrochemistry.

Prerequisites: CHEM 104 (C grade) OR Chem 11 (B grade) AND MATH 101 or equivalent.

Lecture: 3; Laboratory: 3; Seminar: 1

*For transfer credit please refer to page 203.

Offered: Fall and Winter

CHEM 110 The Structure of Matter (5 credits)

This course offers a brief review of stoichiometry, gases and the treatment of experimental data and then focuses on the modern view of atomic structure, nuclear chemistry, theories of bonding and molecular structure, organic chemistry, and properties and reactions of the major functional groups.

Prerequisites: CHEM 105 (with C or better) or CHEM 12 (C+ or better) AND Math 101 or equivalent.

Lecture: 3; Laboratory: 3; Seminar: 1

*For transfer credit please refer to page 203.

Offered: Fall and Winter

CHEM 210 Chemical Energetics and Dynamics (5 credits)

Topics in this course include solutions, liquids, solids, a review of redox reactions, electrochemistry, the laws of thermodynamics, equilibrium, acids and bases, ionic equilibria, and chemical kinetics.

Prerequisites: CHEM 110 (C or better), MATH 120 (must precede or be taken concurrently)

Lecture: 3; Laboratory: 3; Seminar: 1

*For transfer credit please refer to page 203.

Offered: Fall and Winter

CHEM 310 Physical Chemistry (5 credits)

This course introduces the study of chemical thermodynamics and is intended for students majoring in science. Topics include the first law of thermodynamics and thermochemistry, entropy, free energy, chemical equilib-

rium in molecular systems, phases and solutions. Laboratory stresses physical methods in inorganic chemistry.

Prerequisites: CHEM 210 (C or better) AND MATH 120

Lecture: 4; Laboratory: 3

*For transfer credit please refer to page 203.

Offered: Fall

CHEM 320 Organic Chemistry I (5 credits)

This is a general Organic Chemistry course. Topics include the fundamental aspects of modern organic chemistry as illustrated by the structure, properties and reactions of alkanes, cycloalkanes, alkenes, alkynes, arenes, halogen compounds, alcohols, ethers, carboxylic acids, aldehydes and ketones. Stereo chemistry, aromaticity and electrophilic aromatic substitution and spectroscopy are also included.

Prerequisite: CHEM 110 (B- or better) or CHEM 210 (C or better)

Lecture: 4; Laboratory: 3

*For transfer credit please refer to page 203.

Offered: Fall

CHEM 321 Organic Chemistry IIB (5 credits)

This course deals with the fundamental principles of modern organic chemistry and includes the structure, properties and reactions of all common functional groups. Emphasis will be placed on the mechanism and physical aspects of the science. This course is for prospective honours and students whose major is science.

Prerequisite: CHEM 210

Lecture: 4; Tutorial: 1; Laboratory: 3

*For transfer credit please refer to page 203.

Offered: Fall

CHEM 410 Physical and Inorganic Chemistry (5 credits)

In this course the principles of chemical thermodynamics, kinetics and spectroscopy will be applied to the study of phase equilibria, electrolyte solutions and electrochemistry as well as to an investigation of the properties and structure of coordination compounds.

Prerequisite: CHEM 310 (C or better)

Lecture: 4; Laboratory: 3

*For transfer credit please refer to page 203.

Offered: Winter

CHEM 420 Organic Chemistry II (5 credits)

This course is a continuation of CHEM 320. Topics include the fundamental aspects of modern organic chemistry as illustrated by the structure, properties and reactions of functional groups such as aldehydes, ketones and their derivatives, amines and diazonium compounds and bifunctional compounds, followed by an introduction to the chemistry of fats, carbohydrates and proteins.

Prerequisite: CHEM 320

Lecture: 4; Laboratory: 3

*For transfer credit please refer to page 203.

Offered: Winter

CHEM 421 Organic Chemistry IIIB (5 credits)

This is a continuation of CHEM 321 and deals with such topics as carbanions, amines, unsaturated carbonyl compounds, neighboring group effects and heterocyclic compounds. Fats, carbohydrates and protein will also be treated.

Prerequisite: CHEM 321

Lecture: 4; Tutorial: 1; Laboratory: 3

*For transfer credit please refer to page 203.

Offered: Winter

SCIE 106 Introductory Physical Science (5 credits)

This course is a basic introduction to physical science with emphasis on experimentation. Topics will include scientific method, classification, measurement and SI heat, temperature, light, nature of matter, gases, crystals, motion, energy, electrostatics, electric circuits, atomic structure and mass, ions, oxidation-reduction, chemical equations, electrolysis, molecules, acids and bases, the solar system and eclipses, stars, galaxies, and telescopes.

Prerequisite: None (MATH 101 recommended as a corequisite)

Lecture: 3; Laboratory: 4

*For transfer credit please refer to page 203.

Offered: TBA

..... **Child, Family & Community Studies Integrated Courses**

These courses are only for those students enrolled in the CYCC, CSSW, CSW, ECE, HSA and Sign Language Interpretation programs.

CFCS 110 Introduction to Community (3 credits)

This course will focus on the development of a personal, professional identity through the examination of professional roles in education and human services. Students will explore and reflect on historical perspectives and ethical decision making. Current legal and policy trends will be discussed in relation to significant social and cultural issues such as gender roles, multiculturalism, poverty and empowerment.

Prerequisite: Nil

Corequisite: Nil

CFCS 120 Self and Others: Wellness (3 credits)

This course in wellness emphasizes a holistic approach to self-awareness and interpersonal skills which promotes a balanced personal and occupational lifestyle. Students will reflect on their experiences of self-esteem, self-care, and interactions with others. They will explore ways to take responsibility for their well-being and for the health of their local and global communities.

Prerequisite: Nil

Corequisite: Nil

CFCS 130 Change and Development Lifespan (3 credits)

This course explores the human passage from conception to death. Drawing on theory and personal experience, the student will investigate and reflect on human development, change and diversity in relation to self and others. Students will apply this knowledge to practice.

Prerequisite: Enrollment in CFCS program

Corequisite: Nil

CFCS 140 Introduction to Practice (3 credits)

This field-based course provides students with opportunities to observe people in practice. The focus is on the application of human service principles to the student's chosen field of practice. Students will develop observation skills including information gathering, reflection and interpretation.

Prerequisite: Nil

Corequisite: CFCS 110 and two other first semester courses

CFCS 220 Working with Others (3 credits)

This methods course emphasizes the development of versatility in working with individuals. Students will explore and apply interpersonal and facilitation skills such as information gathering, goal setting, active listening, and conflict resolution. Models that promote empowerment and self-awareness will be presented for examination and application to practice with individuals.

Prerequisite: CFCS 120

Corequisite: Nil

CFCS 240 Practice I (4.5 credits)

This course provides opportunities for students to practice skills in selected sites under supervision. Students will integrate and reflect upon their educational, personal, and professional experiences in practicum and seminar.

Prerequisite: Completion of 1st semester courses or program approval

Corequisite: Nil

CFCS 260 Community Practice: Addictions (3 credits)

This course will focus on the development of skills and versatility for understanding and working with people who have addictions. Students will explore and apply assessment and intervention strategies. The psychological, familial, and social impact of addiction will be discussed. Theories for understanding addictive and co-dependent behaviour will be presented for examination and application to practice.

Prerequisite: Nil

Corequisite: Nil

CFCS 261 Community Practice: Employment Counselling (3 credits)

In this course on employment counselling, students will have an opportunity to explore the process and to develop the practical skills necessary to assist people to obtain employment. They will also examine the social and psychological effects of unemployment.

Prerequisite: Nil

Corequisite: Nil

CFCS 262 Community Practice: School Based (3 credits)

This course explores the roles and responsibilities of practitioners working in school communities. Students will have opportunities to reflect on philosophical, organizational and daily aspects of schools. The course will focus on collaborative approaches for enhancing the school experience for all learners.

Prerequisite: Nil

Corequisite: Nil

CFCS 320 Working with Others in Groups (3 credits)

This methods course is designed to deepen understanding and application of skills introduced in CFCS 220, CSSW 220 or CYCC 220. Students will have the opportunity to explore and apply the skills of group participation, design and facilitation. Models that promote empowerment, mutual aid, and self-awareness will be presented for examination and application to practice with groups.

Prerequisites: CSSW 220 or CYCC 220 or CFCS 220

Corequisite: Nil

CFCS 330 Change and Development: Family (1.5 credits)

This course explores the nature of families, their commonalities and diversity. An emphasis on family strengths, natural support networks, and the challenges of family life cycles will provide practitioners with a perspective from which to begin their working relationships with families.

Prerequisite: Nil

Corequisite: Nil

CFCS 390 Directed Studies in Community Practice 1 to 6 (1.5 credits)

This course provides opportunities for individualized study which meets the learning needs of students at different points in their course of study. Working with program faculty, students will develop and complete projects/portfolios which meet individually identified criteria for which there is no existing course offering. Maximum credits in a directed studies mode is six.

Prerequisite: Admission to program in Dept. of Child, Family and Community Studies

Corequisite: Nil

CFCS 400 Special Topics: Transitions (3 credits)

This course is for certificate graduates from the Department of Child, Family and Community Studies. It provides students with opportunities to build on their previous education and experience. Projects designed in collaborative seminar groups will be used to link Diploma level studies with current practices. This course occurs over two semesters.

Prerequisite: Relevant certificate from the Dept. of Child, Family & Community Studies. Admission to Diploma Program

CFCS 410 Advanced Issues: Reflection and Integration (3 credits)

This course explores how practitioners respond to and influence change within the community. Students will have an opportunity to explore, at an advanced level, issues of diversity, collaboration, idealism, ethics and advocacy in the expression of their personal model of professional practice.

Prerequisite: CFCS 110 or ECED 260

Corequisite: Nil

CFCS 460 Community Practice: Abuse (3 credits)

In this course, students will examine a broad range of abuse issues in the lives of families, children and youth. The role of the practitioner in assessing the indicators of abuse, reporting abuse, providing support and referral will be examined from a practice and policy perspective.

Prerequisites: CFCS 130, CFCS/CSSW/CYCC 220

Corequisite: Nil

CFCS 461 Community Practice: Supervision (3 credits)

This methods course emphasizes the development of communication, team building, and problem-solving skills in work settings. Students will explore and apply models that promote cohesiveness, effectiveness, conflict resolution and high morale. Students will apply this knowledge to their evolving sense of professional role and identity.

Prerequisite: Completion of 3rd semester course, or a certificate (equivalent)

Corequisite: Nil

CFCS 462 Community Practice: Gerontology (3 credits)

This course is designed to provide students with an overview of current knowledge in applied gerontology. The emphasis is on the roles of human service workers who may be working with older adults and/or their families in home, community, or residential care settings. The learner will recognize the normal challenges and changes experienced by aging Canadians, begin to examine their own aging, and become more familiar with available services and resources, including older adults themselves.

Prerequisite: CFCS 130 or by permission of the Department.

Corequisite: Nil

CFCS 463 Community Practice: Mental Health (3 credits)

This course explores the values, attitudes, and beliefs of the worker and the knowledge and skills required to support and enhance wellness with individuals in the community who have mental illness. Students will have opportunities to explore the nature of mental illness through the eyes of individuals who have experienced mental health problems. Community resources and an overview of mental health services will be discussed.

Prerequisites: CFCS 220 or CSSW 220 or CYCC 220

Corequisites: Nil

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Child and Youth Care Counsellor

These courses are only for those students enrolled in the Child & Youth Care Counsellor program.

CYCC 150 Activity Programming for Children and Youth (3 credits)

This course will provide students with opportunities to develop attitudes, conceptual frameworks, and skills to select and create appropriate recreational activities for young people. The course will emphasize how activities can be adapted to different developmental levels and how activities can be used to facilitate leisure, educational, and therapeutic goals.

Prerequisite: Nil

Corequisite: Nil

CYCC 210 Professional Community: Policies, Standards, Children and Families (1.5 credits)

This course will examine child welfare policy, legislation and standards with specific application to child and youth care services in British Columbia. Students will have an opportunity to explore the application of policy, legislation and standards in the lives of children, youth and families.

Prerequisite: CFCS 110

Corequisite: Nil

CYCC 220 Counselling Children and Youth (3 credits)

This course is designed to introduce students to the basic theory and practice of counselling. The use of active listening skills and the development of accurate empathy are emphasized. From the perspective of the practice of Child and Youth Care, students will learn ways of helping and supporting children and youth to explore their issues and to cope with related feelings.

Prerequisite: CFCS 120

Corequisite: Nil

CYCC 250 Supporting Behavioural Change (3 credits)

This course is designed to provide the student with an understanding of a variety of approaches to supporting behavioural change, including Behaviour Modification, Adlerian Theory and Reality Therapy. The application of these approaches to child and youth care practice will be examined. Techniques used in observing, measuring, and changing behaviour will be discussed. Particular emphasis will be placed on skills used in working with clients to develop new adaptive and socially acceptable behaviours.

Prerequisite: Nil

Corequisite: Nil

CYCC 331 Working from a Family Perspective (1.5 credits)

In this course, students will be encouraged to view children and youth from a family systems perspective. The roles of child and youth care counsellors in interactions with families will be examined. Students will be intro-

duced to current theoretical models of family dynamics in order to understand the responses of families to stressful situations during difficult life passages.

Prerequisite: Nil

Corequisite: Nil

CYCC 340 Child and Youth Care Counsellor:

Practicum II (4.5 credits)

This course provides opportunities for students to practice skills in selected sites under supervision. Students will integrate and reflect upon their educational, personal and professional experiences in practicum and seminar.

Prerequisite: CFCS 240

Corequisite: Nil

CYCC 440 Child and Youth Care Counsellor: Practicum III (4.5 credits)

This course provides opportunities for students to practice skills in selected sites under supervision. Students will integrate and reflect upon their educational, personal and professional experiences in practicum and seminar.

Prerequisite: CYCC 340

Corequisite: Nil

CYCC 450 Child and Youth Care Practice: Advanced (3 credits)

This course provides students with an opportunity to consolidate and enhance child and youth care practice skills. Using current and emerging theory and practice, students will be supported in the application of skills to new settings and in the development of additional skills. Topics include individual and group counselling, crisis situations, behavioural change and contact with families.

Prerequisite: CYCC 250, CFCS 240, CFCS 320, CFCS 330, CYCC 331

Corequisite: Nil

Coaching Diploma Program

COAC 141 Basic Coaching Foundations (3 credits)

This course is designed to provide students with an introduction to the fundamental concepts of coaching. The course focus involves an in-depth examination of the profession of coaching. Also studied are the relationships involved in coaching, and the resources available to coaches.

Prerequisite: Nil.

COAC 142 Basic Coaching Principles (3 credits)

This course is designed to provide students with an introduction to coaching techniques as applied to practice sessions and microcycles. The course focuses on the application of planning, performance enhancement and evaluation principles.

Prerequisite: Nil.

COAC 241 Advanced Coaching Foundations (3 credits)

This course is designed to provide students with a foundation for coaching instruction and leadership. The course focus is on coaching for performance improvement. Topics also include an examination of the resources available to coaches at the community sport club level.

Prerequisite: COAC 141

COAC 251 Coaching Preceptorship I (3 credits)

In this course the emphasis will be on the student developing professional coaching skills, including the application of foundation coaching skills and the planning of coaching sessions. Students will gain experience performing coaching duties within the community club environment. This course is also designed to provide students with an opportunity to understand the sport delivery system, examine the needs of the participants and analyze the role that sports plays in the participants' lives.

Prerequisite: COAC 142.

COAC 342 Seasonal Coaching Principles (3 credits)

This course is designed to provide students with an understanding of the principle of effective coaching methodology. The focus is on the performance enhancement throughout a season. The interactive role of the coach is also examined.

Prerequisite: COAC 142

COAC 351 Coaching Preceptorship II (3 credits)

In this course students will be given a coaching experience at the participatory/instructional level. Students will have the opportunity to apply coaching planning principles and coaching skills at the community club sport level. This course is designed to provide students with an opportunity to examine the professional environment of coaching.

Prerequisite: COAC 251

COAC 377 Coaching for Optimal Performance (3 credits)

This course is designed to provide students with an understanding of the factors involved in planning for optimal performance. The focus is on mental preparation for practices, training and competitions. Topics include visualization, focus and emotional control.

Prerequisite: COAC 251

COAC 443 Career Coaching Principles (3 credits)

This course is designed to provide students with the ability to apply coaching principles throughout a career. An emphasis is placed on the application of coaching resources to the development and optimization of performance within both the athlete's and the coach's career.

Prerequisite: COAC 342.

COAC 451 Coaching Preceptorship III (3 credits)

In this course, students will be given career-related coaching experience at the competitive level. Students will have the opportunity to apply the principles of seasonal planning and coaching administration at the community club sport level.

Prerequisite: COAC 351

Communications

Writing Assessment Requirement

Before enrolling in a writing intensive course within the English and Communications Department, students must take the Douglas College Writing Assessment or provide a substitute or equivalent assessment. Such courses include

- ◆ creative writing
- ◆ writing skills
- ◆ workplace and practical writing
- ◆ academic writing
- ◆ literature

The Douglas College Writing Assessment is offered regularly through the Assessment Centre. The test results do not determine eligibility to enter Douglas College, but are used to direct students to courses that are best suited to their current level of writing competence.

Beginning in the Fall, 1996, students will be required to achieve a minimum Writing Assessment designation of "Writing Skills Review Courses" (or equivalent) in order to enrol in any course in the English and Communications Department.

Further information about the Douglas College Writing Assessment or the Language Proficiency Index may be obtained from the Assessment Centre.

Substitutions and Equivalent Assessments

Any one of the following equivalents may be substituted for the Douglas College Writing Assessment:

- ◆ a grade of B or better in English 12 within the last four years
- ◆ a score from the Language Proficiency Index (LPI) within the last four years
- ◆ a transcript showing enrollment in a college-level writing or literature course within the last four years.
- ◆ mastery of EASL 475 within the last four years.
- ◆ a grade of C- or better in DVST 450 within the last four years.

Students relying on a substitute or equivalent assessment must submit the appropriate documentation with their application.

LPI Scores and Writing Assessment Equivalencies:

LPI Score	Writing Assessment Designation
5 or 6	All courses
4	College Writing Courses
3	Writing Skills Review Courses
1 or 2	Developmental Writing Courses (DVST and EASL)

Note: transcripts mailed to the Registrar's Office become part of a student's application and ARE NOT available to the student or the English and Communications Department.

Communications

These courses focus on the complex tasks of practical oral and written communications, tasks which will be part of future career activities. Most College programs require a specific Communications course; students therefore should see program sections of the calendar for direction on course selection. Most sections of Communications 110 are restricted to specific program areas. Admission to Communications 105, 110, 111 and 115 requires a written assessment prior to registering (see the Douglas College Writing Assessment, above).

(For other writing courses see English, Creative Writing, English as a Second Language, DVST, Reading and Study Skills and Print Futures.)

CMNS 105 Introduction to Workplace Writing (3 credits)

This preparatory course helps students to develop the writing skills necessary for the complex writing tasks required in Communications 110, 111 or 115. The fundamentals of standard English are emphasized, including spelling, diction, grammar, logical sentence connections, and paragraph coherence. Course content is geared to student's educational and professional goals and focuses on straightforward workplace writing tasks: summary, description, letters, and simple reporting.

Prerequisite: None

Lecture: 1; Workshop: 3

Offered: Fall and Winter (Summer TBA)

CMNS 110 Workplace Writing for Child, Family and Community Studies (3 credits)

Communications 110 is designed for students intending to enrol in the Community Support Worker, Sign Language Interpretation, Child and Youth Care Counsellor, Community Social Service Worker, or Early Childhood Education programs. Instruction is adapted for workplace settings in the social services field. Assignments focus on specific workplace writing tasks, with emphasis given to particular writing strategies tailored to particular purposes and readers: summary, correspondence, memoranda, the Project Brief.

Prerequisite: None

Lecture: 2; Seminar: 2

Offered: Fall and Winter (Summer TBA)

*For transfer credit refer to page 206.

CMNS 111 Workplace Communications for Selected Programs (3 credits)

Communications 111 is designed for students enrolled in Business, Administrative Management, Criminal Justice, and Health Information Services programs. Instruction is adapted for workplace settings appropriate to each program area. Assignments are drawn from a number of possible components: correspondence, memoranda, reports, and other program-related documents. Course work also includes instruction in writing strategies for effective on-the-job communication, and may include

instruction in oral communications situations such as oral presentations, employment interviews, and meetings.

Prerequisite: None

Lecture: 2; Seminar: 2

Offered: Fall and Winter

*For transfer credit refer to page 206.

CMNS 115 Practical Writing (3 credits)

This course helps to prepare students for the complex writing tasks required in the workplace. Students learn to differentiate between informational, persuasive, and researched workplace writing, and will consider various developmental and organizational strategies. Students learn to express themselves clearly and concisely, focusing on audience and purpose and on various communicative tasks: summary, correspondence, memoranda and research reports. This course may be taken by students in some Business and Child, Family and Community Studies programs. Consult program requirements.

Prerequisite: CMNS 105 or satisfactory assessment test

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Fall and Winter

CMNS 118 Composing in Context: Principles and Practices of Workplace Writing (3 credits)

This course is designed for Print Futures Program students as an introduction to what workplace writing should be: that is, writing governed by the constraints of audience, purpose and context. Students will learn to differentiate between informational, persuasive and researched writing tasks, and will consider various organizational strategies for fulfilling specific purposes for specific audiences.

Prerequisite: Print Futures Program acceptance or permission of Coordinator.

Lecture: 2; Seminar: 2

Offered: Fall semester for FT Print Futures Program; various times for PT Program

CMNS 125 Speech Communications (3 credits)

In this course students acquire the most essential speaking ingredient: confidence. Here students have the opportunity to share ideas, aspirations and skills with their colleagues in an informal classroom setting. Students learn how to organize the information they have gathered, and how to deliver this information through clear, comprehensible speech. They also learn how to express themselves persuasively and sincerely, and how to combine these skills with complementary body language and visual aids in their presentations.

Prerequisite: None

Lecture: 2; Workshop: 2

Offered: Fall and Winter

CMNS 160 Introduction to Film (3 credits)

This introduction to film examines, in the first half of the course, film history, basic vocabulary of film, the shot unit and its flexibility, camera angles, lighting, sound as a complement to the moving image and the function of the shooting script. The second half of the course involves an

analysis of thematically-linked films. Course content and format under review.

Prerequisite: None

Seminar: 2 Film and laboratory: 2

*For transfer credit please refer to page 203.

Not offered 1995/96

CMNS 161 Introductory Film Making (3 credits)

This course provides an introduction to the process of filmmaking. The first half of the course includes rudimentary facts about equipment, techniques of shooting and writing a shootable film script (which may be documentary, fiction or abstract). The second half of the course involves production of an 8mm film. Course content and format under review.

Prerequisite: None

Seminar: 2; Production: 2

*For transfer credit please refer to page 203.

Not offered 1995/96

CMNS 215 Interpersonal Communication for Dental Auxiliary Students (3 credits)

This course focuses on the interpersonal communication process, the helping relationship, the facilitative, transitional and action dimensions in the helping relationship and the problem-solving process.

Prerequisite: None

Lecture: 1; Seminar: 1; Group Work: 2

Offered: Fall

CMNS 216 Interpersonal Communication (3 credits)

This general course will provide students with an understanding of the communication skills required to develop effective interpersonal relationships in the workplace, e.g. listening, speaking, clarifying, reflecting and giving feedback. Students will have the opportunity to practise these skills both in one on one and in group settings.

Prerequisite: None

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Fall and Winter

CMNS 218 Research Reporting (3 credits)

This course is designed to provide Print Futures Program students with experience in producing client-based analytical research reports. Students will work through the typical production process: developing proposals, completing field-based and theoretical research tasks, collating data, organizing material, and ultimately producing a reader-based and purposeful document.

Prerequisites: PRFU 102 and CMNS 118

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Fall semester for FT Print Futures Program; various times for PT Program

..... Community Social Service Worker

These courses are only for those students enrolled in the Community Social Service Worker program.

CSSW 140 Community Social Service Worker: Introduction (1.5 credits)

This course provides students with an opportunity to examine the history of helping the development of Canadian social welfare and the changing social service delivery system in Canada. Students will explore various philosophies and methods of service delivery.

Prerequisite: Nil

CSSW 161 Community Social Service Practice: Poverty and Financial Assistance Skills (3 credits)

This course explores the theory, skills and attitudes necessary to deliver income assistance in British Columbia and for working with people who are affected by poverty conditions. Students will explore the social, psychological and economic variables associated with poverty. The income assistance service delivery system (Ministry of Social Services) will be examined. Students will apply this knowledge to working with people who are recipients of service from the Ministry of Social Services.

Prerequisite: Nil

CSSW 204 Community Social Service Worker: The Non-profit Agency (3 credits)

This course provides students with an opportunity to examine the organization, structure, and processes of social service agencies. Groups of students will work collaboratively to create a hypothetical non-profit social service agency to meet a community need. The current bureaucratic, financial, and legal frameworks in which non-profit agencies operate will be examined.

Prerequisite: CSSW 140

CSSW 220 Community Social Service Work: Counselling (3 credits)

This methods course emphasizes the development of versatility in working with individuals in social service settings. Students will explore and apply interviewing and counselling skills for information gathering, relationship development, goal setting, and problem solving. Students will reflect on their interactions with others and explore ways to promote self-determination and empowerment.

Prerequisite: CFCS 120

CSSW 331 Change and Development: Family Under Stress (15 credits)

This course provides students with an opportunity to explore the family life cycle. Using legal systems as a framework, students will examine the social, economic and psychological effects of stress conditions such as divorce and family violence.

Prerequisite: CFCS 330

CSSW 340 Community Social Service Worker: Practicum II (6 credits)

This course provides opportunities for students to develop professional skills in selected sites under supervision. Students will integrate and reflect upon their educational, personal and professional experiences in practicum and seminar.

Prerequisite: CFCS 240

CSSW 440 Community Social Service Worker: Practicum III (6 credits)

This course provides opportunities for students to further develop professional skills in selected sites under supervision. Students will integrate and reflect upon their educational, personal and professional experiences in practicum and seminar.

Prerequisite: CSSW Certificate and completion of all 4th semester courses or permission of the program.

..... Community Support Worker

These courses are only for those students enrolled in the Community Support Worker program.

CSWK 150 Teaching and Learning I (3 credits)

This course builds on students' communication and observation skills to create meaningful opportunities in response to diverse learning styles. Students will explore and reflect on caring as an underlying principle for their actions and interactions.

Prerequisite: Nil

CSWK 250 Teaching and Learning II (3 credits)

This course provides students opportunities to develop collaborative strategies for planning, implementing and monitoring learning opportunities based on individuals' dynamic characteristics, needs and interests. Using caring and communication as foundations, students will develop, analyze, modify and adapt teaching strategies.

Prerequisite: CSWK 150 or HMS/HMSE 169

CSWK 270 Community Support Worker Practice I: Community Living (1.5 credits)

This course provides opportunities for students to examine skills required for caring interactions that support people in their daily lives. The causes, characteristics and implications of disabling conditions will be explored in the context of community living.

Prerequisite: Nil

CSWK 340 Community Support Worker Practicum II (4.5 credits)

This course provides opportunities for students to practice skills in selected community sites. Students will integrate and reflect upon their educational, personal and professional experiences in practicum and seminar.

Prerequisite: CFCS 240

CSWK 350 Teaching and Learning III (3 credits)

In this advanced course, students will apply principles of teaching and learning to support people whose actions challenge us. The emphasis will be on augmentative communication and responding to individuals in context.

Prerequisite: CSWK 250

CSWK 370 Community Support Practice II:**Personal Care (1.5 credits)**

This lab course emphasizes support skills in personal care and health-related procedures. Students will practice specific skills and reflect on the underlying values of caring interactions while supporting people in their day-to-day lives.

Prerequisite: CSWK 270

CSWK 371 Community Support Work Practice III:**Social Networks (1.5 credits)**

This course provides students with opportunities to examine the integral role of family and friends in ensuring quality of life for people with disabilities. Strategies for strengthening family involvement and facilitating informal relationships will be explored.

Prerequisite: CFCS 330

CSWK 440 Community Support Worker: Practicum IV (4.5 credits)

This course provides opportunities to demonstrate, integrate and reflect upon advanced skills and practice in selected sites. Students will develop and implement specific comprehensive projects demonstrating advanced knowledge and practice.

Prerequisite: CSWK 340

CSWK 450 Teaching and Learning IV

Course under development.

CSWK 460 Augmentative and Alternative Communication (3 credits)

This course provides students with opportunities to examine and reflect on their roles in supporting and promoting communication with and by people who are non-verbal. Students will explore specific methods and strategies of augmentative communication and principles underlying their use with individuals in community settings.

Prerequisite: Nil

CSWK 470 Community Support Worker Practice IV:**Community Building (1.5 credits)**

This course is an introduction to the art and craft of community building. It provides opportunities to explore the challenges of community development and focuses on practical skills for finding, creating, and nurturing spaces in which all people are valued.

Prerequisite: CSWK 370

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Computer Information Systems

CISY 110 Introduction to Computers (3 credits)

This course will provide a general introduction to computers, applications software, programming, hardware and computer systems. Emphasis will be placed on computer literacy topics such as hardware, software, operating systems, programming languages, data communications, applications software and systems. This course is suitable for students who wish to use the computer as a tool for problem solving.

Prerequisite: Math 11

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Fall, Winter and Summer

CISY 200 Information Systems (3 credits)

This course provides the student with an introduction to several different information systems. The student will be provided with the skills that are necessary for the analysis and design of information systems, and will apply these skills in a step-by-step manner leading from the recognition of a problem to the implementation of a solution on a case study.

Prerequisite: CISY 110

Lecture: 2; Laboratory: 2

*For transfer credit please refer to page 203.

Offered: Fall, Winter & Summer

CISY 210 Intermediate BASIC (3 credits)

Topics include advanced programming methods in BASIC, Report Design, Documentation, Sequence Checking, Control Breaks, Page Overflow, Substring Functions, and File Breaks.

Prerequisite: CISY 110

Lecture: 2; Laboratory: 2

*For transfer credit please refer to page 203.

Offered: Winter

CISY 230 Introduction to Programming - COBOL (3 credits)

An introduction to computer programming concepts and to the business-oriented high-level language COBOL. Topics include the four divisions of COBOL; Identification, Environment, Data and Procedure division. Also discussed are documentation standards, control breaks, error control and sequence checking, and report design. Students will write, compile, and run COBOL programs.

Corequisite: CISY 110

Lecture 2; Laboratory: 2

*For transfer credit please refer to page 203.

Offered: Fall and Winter

CISY 240 Structured Programming Techniques and Concepts - PL/1 (3 credits)

Topics include characteristics of a well-designed computer

program. Top-Down program Design, Modular programming techniques, program testing methods, and debugging concepts will be covered. PL/1 Language will be used.

Prerequisite: CISO 110

Lecture: 2; Laboratory: 2

*For transfer credit please refer to page 203.

Not offered: 1995/96

CISO 250 PASCAL Programming (3 credits)

An introduction to the programming language PASCAL. Emphasis will be placed on the application of PASCAL to business data processing. Topics will include data structures, control structures, flow of control and additional PASCAL data types. Students will code, debug and test PASCAL programs.

Prerequisite: CISO 110

Lecture: 2; Laboratory: 2

*For transfer credit please refer to page 203.

Not offered: 1995/96

CISO 260 Advanced COBOL (3 credits)

This course will provide the student with the advanced features of COBOL. Topics include structured and efficient COBOL Programming techniques. Emphasis will be placed on table processing and file handling, using Sequential, Indexed Sequential, and Direct File Organization. Students will write a number of programs which apply these techniques.

Prerequisite: CISO 230

Lecture: 2; Laboratory: 2

*For transfer credit please refer to page 203.

Offered: Fall

CISO 300 MIS/Database Management (3 credits)

This course will provide the student with a knowledge of Database concepts. Emphasis will be placed on loading, modifying and querying a database environment using a host language. Discussion and application of data structures, models of hierarchical, network and relational databases. Discussion of storage devices, data administration and data analysis, design and implementation.

Prerequisite: CISO 110

Corequisite: CISO 200

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Winter

CISO 310 Operating Systems (with C Language) (3 credits)

This course will introduce several operating systems, (DOS, OS/2, UNIX, AOS). Emphasis will be placed on issuing system commands, accessing directories and editing files. Other topics include programming in C language, memory management and problem solving. This course is suitable for students who wish to learn more about the operating system processes under different system environments, such as mainframes, minicomputers or microcomputers.

Prerequisites: CISO 110 and one of the following: CISO 210/230/250/410

Lecture: 2; Seminar: 2

* For transfer credit please refer to page 203.

Offered: Fall

CISO 370 C Language Programming (3 credits)

This course will provide the student with an introduction to C programming covering basic to intermediate components and features of the language. Theory is supplemented by practical examples in the lab concentrating on business-oriented functions. Structured, top down, modular design is reinforced. The student will be able to write simple stand-alone applications or intermediate-sized routines which would form part of a larger application.

Prerequisite: CISO 110 and one of CISO 210/230/240/250

Lecture: 2; Laboratory 2

Offered: Winter

CISO 410 Microcomputer Concepts & Software Applications (3 credits)

This course will provide the student with a detailed practical knowledge of microcomputers and the skill to use software. Emphasis will be placed on understanding totally integrated software applications such as spreadsheets, database management, graphics and word processing. Usage of a presentation graphics software will be covered. Concepts of hardware, software and disk operating system (DOS) will be explained.

Prerequisite: CISO 110 or permission of instructor

Lecture: 2; Laboratory: 2

*For transfer credit please refer to page 203.

Offered: Winter

CISO 430 Fourth Generation Software Languages (3 credits)

This course is designed to provide the student with a knowledge of fourth generation software. Emphasis will be placed on the major components of an advanced development language for creating business applications. Productivity tools and techniques for computer systems and programming will be discussed.

Prerequisite: CISO 110

Lecture: 2; Laboratory: 2

*For transfer credit please refer to page 203.

Offered: Winter

CISO 440 Networking and Data Communications (3 credits)

This course will provide an introduction to Data Communication topics including terminology, line facilities, telecommunication equipment, connectivity. The student will get both theory and practical experience with Local Area Networks. The theory portion concentrates on topics such as components, topologies, and interface cards. The student will be able to set up and design a LAN environment.

Prerequisite: CISO 110 and one of the following: CISO 210/230/240/250/410

Lecture: 3; Seminar: 1

* For transfer credit please refer to page 203.

Offered: Winter

CISY 450 Computer Organization and Assembly Language Programming (3 credits)

(This course is the same as CMPT 220)

This course is an introduction to computer organizations and assembly language programming. The computer organization component of the course concentrates on the components of the central processing unit (CPU) such as: gates, registers, arithmetic logic unit, and memory. The Control Unit of the CPU is introduced by considering the fetch-decode-execute cycle and the data transfer between independent data representation, memory addressing and the software components of the operating system such as the assembler, the linker, and the loader.

Prerequisite: CMPT 110 or CISY 110 and one of the following: CISY 210/230/240/250/410

Lecture: 4

*For transfer credit please refer to page 203.

Offered: CISY 450 in Fall, CMPT 220 in Winter.

CISY 495 Applied Research Project (3 credits)

This course enables students in the Computer Information Systems Program to acquire practical experience in defining, designing, developing and implementing a special computer systems project. Each student, in consultation with a faculty advisor, will select an appropriate computer project. Project topics may vary from in-depth research to systems analysis and design proposals.

Prerequisite: Successful completion of a minimum of 45 program credits.

Seminar: 16; Field Experience: 56

Offered: Winter

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Computing Science

The Computing Science University Transfer program is designed to prepare students for transfer into a university degree program.

Computing Science, as distinguished from computer programming, is the study of computing machinery, algorithms, and methodologies. The courses being offered will appeal to the student pursuing a career in computing and to non-computing science students who require a solid theoretical foundation in the subject area.

The primary goal of CMPT 100, the introductory course in the series, is to acquaint the student with the hardware and the software used in a computing environment. Once the student is familiar with the computing environment, CMPT 110 considers methods for the design and implementation of computer programs. The problems are typically chosen from such subject areas as artificial intelligence, compiler design, and computer graphics as opposed to data processing applications. CMPT 210 and 310, the subsequent courses in this series, deal with techniques for tackling progressively larger and more complex problems. The organization of a computer, including the hardware and the operating system, is considered in CMPT 220. The theoretic-

cal aspects of computing, including logic and formal problem analysis, are considered in CMPT 330.

Transfer credit is granted by SFU, UBC and UVic. Students should refer to each university's calendar and transfer guide for detailed information.

Employment Opportunities

Graduates can expect to find jobs in the upper echelons of the data processing community, as well as the technical support group. Many graduates are being employed in high-tech industry including the processing of satellite imagery, robotics, artificial intelligence applications, and the design of operating systems and compilers.

CMPT 100 Introduction to Scientific Computer Programming (3 credits)

This course introduces operating system (OS) features and programming environments. The student learns how to use the OS, editors, compilers, debuggers and other software tools needed for programming. A number of programs are written in Turbo Pascal.

Prerequisite: Math 11 or permission of instructor

*For transfer credit please refer to page 203.

Lecture: 2; Laboratory: 2

Offered: Winter and Fall

CMPT 110 Introduction to Computing Science Using Modula-2 (4 credits)

Computing Science 110 is an introduction to the design and implementation of computer programs on personal computers using Modula-2. Emphasis is placed on the orderly analysis of the problem specification and the development of algorithms. In addition to program correctness and reliability, the clarity and maintainability of the computer program is stressed. Problem examples are taken from various disciplines including numerical computations and artificial intelligence.

Prerequisite: (Computing 12 or CMPT 100 or permission of instructor) and (Math 12 or permission of the instructor)

Lecture: 4; Lab: 1

*For transfer credit please refer to page 203.

Offered: Winter and Fall

CMPT 210 Data and Control Structures (4 credits)

The static structures arrays, records, sets, and strings are briefly reviewed and used in combination in programs of intermediate sophistication. New topics include the introduction to the analysis of algorithms, simulation of recursion with a user-defined stack, backtracking, and dynamically allocated structures including lists, stacks, queues, trees, multi-lists, and graphs. Programs are written in Modula-2.

Prerequisite: CMPT 110

Lecture: 4; Lab: 1

*For transfer credit please refer to page 203.

Offered: Winter and Fall.

CMPT 220 Introduction to Computer Organization and Assembly Programming (3 credits)

Computing Science 220 introduces the student to computer organization and assembly programming. The computer organization component of the course concentrates on the components of the central processing unit (CPU) such as: gates, registers, arithmetic logic unit, and memory. The control unit of the CPU is introduced by considering the fetch-decode-execute cycle and the data transfer between registers in a virtual machine. The assembly language programming component considers machine independent data representation, memory addressing and the software components of the operating system such as the assembler, the linker, and the loader.

Prerequisite: CMPT 110 or (CISY 110 and one of CISY 210/230/240/250)

Lecture: 4; Open Lab (writing programs): 5

*For transfer credit please refer to page 203.

Offered: Winter and Fall

CMPT 310 Data Structures and Program Design (4 credits)

This course considers dynamically allocated structures and continues the study of program and small system design. The linked structures, lists, stacks, queues, and trees are considered in a number of realistic applications including simulations, operating systems, and databases. Recursion is used extensively.

Prerequisite: CMPT 210 and CMPT 220

Lecture: 4; Open Lab (writing programs): 6

*For transfer credit please refer to page 203.

Offered: Fall (subject to demand)

CMPT 330 Introduction to Discrete Structures (3 credits)

This course introduces the student to mathematical models and formalisms used in computing science. Such topics as set theory, inductive and deductive proofs, logic and formal languages are also covered.

Prerequisites: CMPT 210 and 220

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall (subject to demand)

CMPT 350 Introduction to Digital Circuits (3 credits)

This course introduces the student to digital circuit design and construction. Circuits are built first from gates, (SSI circuits) followed by MSI and LSI circuits. VLSI circuits including microprocessors are also considered. Topics covered in the lectures include: boolean algebra, expression minimization via mapping techniques, asynchronous and synchronous circuits, flip-flops, memories, arithmetic logic units and interfacing to computers. The laboratory considers the electrical aspects of building circuits including the power supply, electrical noise, key bounce, des-picking, pull-up resistors and wiring practices.

Prerequisites: CMPT 220

Lecture: 4; Laboratory: 2

*For transfer credit please refer to page 203.

Not offered 1994/95

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Creative Writing

Writing Assessment Requirement

Before enrolling in a writing intensive course within the English and Communications Department, students must take the Douglas College Writing Assessment or provide a substitute or equivalent assessment. Such courses include

- ◆ creative writing
- ◆ writing skills
- ◆ workplace and practical writing
- ◆ academic writing
- ◆ literature

The Douglas College Writing Assessment is offered regularly through the Assessment Centre. The test results do not determine eligibility to enter Douglas College, but are used to direct students to courses that are best suited to their current level of writing competence.

Beginning in the Fall, 1996, students will be required to achieve a minimum Writing Assessment designation of "Writing Skills Review Courses" (or equivalent) in order to enrol in any course in the English and Communications Department.

Further information about the Douglas College Writing Assessment or the Language Proficiency Index may be obtained from the Assessment Centre.

Substitutions and Equivalent Assessments

Any one of the following equivalents may be substituted for the Douglas College Writing Assessment:

- ◆ a grade of B or better in English 12 within the last four years
- ◆ a score from the Language Proficiency Index (LPI) within the last four years
- ◆ a transcript showing enrollment in a college-level writing or literature course within the last four years
- ◆ mastery of EASL 475 within the last four years
- ◆ a grade of C- or better in DVST 450 within the last four years.

Students relying on a substitute or equivalent assessment must submit the appropriate documentation with their application.

LPI Scores and Writing Assessment Equivalencies:

LPI Score	Writing Assessment Designation
5 or 6	All courses
4	College Writing Courses
3	Writing Skills Review Courses
1 or 2	Developmental Writing Courses

Note: transcripts mailed to the Registrar's Office become part of a student's application and ARE NOT

available to the student or the English and Communications Department.

Creative Writing offers courses in which students have the opportunity to write fiction, drama, poetry, personal narrative, screenplays and, to a lesser extent, reviews and analyses. Students have the opportunity to learn about literature through writing, sharing and examining their own creative work. Students should note that the focus of the courses is on the development of style and treatment of content, not on writing skills.

(For other writing courses see Communications, English, English as a Second Language, DVST, Reading and Study Skills, and Print Futures.)

CRWR 101 Introduction to Writing Poetry (3 credits)

This course concentrates exclusively on the process of writing poetry. It includes instruction in the methods of recognizing and writing poems. The student is introduced to a range of poetic forms through the study of traditional and modern texts. Poetry written by the students will be read and discussed by the instructor and students in a workshop environment.

Prerequisite: Writing Assessment

Workshop: 4

*For transfer credit please refer to page 203.

Offered: Fall and Winter

CRWR 102 Introduction to Writing Drama (3 credits)

This course concentrates exclusively on the process of writing stage plays. It includes instruction in play mechanics, dramatic structure, character development, speech patterns, movement, action, and dialogue in the writing of drama. Students are introduced to a range of stage play formats and styles through the study of traditional and modern plays. Student work is presented and discussed by the instructor and students in a workshop environment.

Prerequisite: Writing Assessment

Workshop: 4

*For transfer credit please refer to page 203.

Offered: Fall and Winter

CRWR 103 Introduction to Writing Fiction (3 credits)

This course concentrates exclusively on the process of writing fiction. It includes instruction in form, dramatic structure, and of style and craft. A range of narrative styles will be discussed through a study of various fiction texts. Fiction produced by the students will be read and discussed by the instructor and students in a workshop environment.

Prerequisite: None

Workshop: 4

*For transfer credit please refer to page 203.

Offered: Fall and Winter

CRWR 200 Screenwriting (3 credits)

Screenwriting, more than any other form of creative writing, is both artistic and technical. It requires a flair for dialogue, a familiarity with the film media, and an ability to work with life experience in a visual way. In this course,

students will study the art of writing dialogue, as well as the technique of structuring film scripts. The course will focus on the writing of concepts, outlines, treatments and scenes. The goal of this course is to write scripts with literary integrity. The emphasis in the course will be on the student work which will be discussed in a workshop.

Prerequisite: One 100 level course or instructor permission

Workshop: 4

Offered: Winter

*For transfer credit refer to page 206

CRWR 202 Personal Narrative (3 credits)

This course focuses on creative self-expression as a means of developing the writer's voice. Students develop an awareness of both self and the creative process by beginning with unconstrained personal material and transforming this material into readable texts. Instruction will focus on finding narratives within the student's biography and on techniques needed to transform this material into fiction and poetry.

Prerequisite: Writing Assessment

Workshop: 4

*For transfer credit please refer to page 203.

Offered: Fall and Winter

CRWR 300 Drama, Fiction or Poetry I (3 credits)

The objective of this course is to allow students to pursue writing in the genre which they found most promising in CRWR 101/102/103. Published selections in different genres will be studied.

Prerequisite: Two of 101, 102, 103 or instructor permission

Workshop: 4

*For transfer credit please refer to page 203.

Not Offered: 1995/96

CRWR 310 Drama, Fiction or Poetry II (3 credits)

This course continues on the work of CRWR 300. Students will be encouraged to pursue work in one genre, which may or may not be the same as the genre chosen for CRWR 300.

Prerequisite: CRWR 300

Workshop: 4

*For transfer credit please refer to page 203.

Not Offered: 1995/96

** Please Note: CRWR 300 and CRWR 310 are offered concurrently. Students cannot register in both courses at the same time.

CRWR 340 The Visual Imperative: Writing for Non-Print Media (3 credits)

This course prepares students to work as writers in the major areas of client-based non-print media: video, multi-image and audio. Students will obtain experience in all stages of script-writing (creative approach, treatment, outline, drafts) as well as in the responsibilities required as a member of a production team.

Prerequisite: PRFU 330 and PRFU 450 or permission of Coordinator.

Lecture: 2; Seminar: 1; Field experience: 2

*For transfer credit please refer to page 203.

Offered: Winter

CRWR 350 Writing Short Fiction (3 credits)

This course concentrates solely on the process of writing short fiction. It includes instruction in the methods of beginning, sustaining, closing, revising and evaluating a short story. The student is introduced to a wide range of narrative approaches and techniques through the study of both traditional and contemporary texts.

Prerequisites: A portfolio, including a minimum of two completed stories, or instructor permission, or a "B" in CRWR 103.

Workshop: 4

*For transfer credit please refer to page 203.

Offered: Fall

CRWR 401 Writing for Magazines and Trade Publications (3 credits)

This course prepares students for the responsibilities of freelance writing for magazines and industry-specific trade publications. Students will obtain practical experience working through the production process: analyzing publications, developing editorial profiles, researching story ideas, submitting queries, writing material for editors in a variety of forms, and completing follow-up tasks.

Prerequisite: PRFU 330 or permission of coordinator.

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Winter

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Criminology

CRIM 100 Introduction to the Criminal Justice System (3 credits)

A study of the Canadian Criminal Justice System from a systems approach. The offender will be followed through the system from apprehension to the end of any formal or informal disposition. The factors involved in the discretion, decisions and practices of the entire system, including statutory and voluntary agencies, are studied. The functions and dysfunctions of the system and subsystems will be analyzed.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall and Winter

CRIM 101 Comparative Justice System (3 credits)

A study of the Canadian and a foreign justice system from a comparative viewpoint. The course will include a series of pre-travel lectures, readings and assignments and a combination of lectures, visits and/or field placements in the foreign jurisdiction.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 203.

Not offered 1995/96

CRIM 120 Introduction to Policing (3 credits)

This course covers the historical development of policing in the western world as a component of the total justice system. Specific topics examined include: police culture as an international phenomenon; internal and external controls in the police; the effect of Canadian federalism on policing; the escalating costs of policing; the expanding police role; accountability. Crime fighting and order maintenance roles are compared and contrasted. While the course emphasis will be on Canadian policing, a comparative component will include the policing of the U.S. and United Kingdom.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall and Winter

CRIM 125 Introduction to Public and Private Security (3 credits)

This course focuses on the role of security person within modern society and introduces students to current methods and expectations within both public and private security. Security personnel must be aware of the legal environment in which they work and the extent of their authority in relation to that of a peace officer. Additionally the rights and responsibilities of the employee are identified. Other topics include note-taking and report writing, crime scene preservation, court room procedures, intervention skills, loss prevention and technological tools.

Prerequisite: St. Johns S.O.F.A. or equivalent

Lecture: 4

Not offered 1995/96

CRIM 128 Comparative Police Systems (3 credits)

A study of the Canadian and a foreign jurisdiction police system from a comparative viewpoint. The course will include a series of pre-travel lectures, readings and assignments and a combination of lectures, visits and/or field placements in the foreign jurisdiction.

Prerequisite: None

*For transfer credit please refer to page 203.

Not offered 1995/96

CRIM 140 Interviewing (3 credits)

This course focuses on dynamics of interpersonal communication and professional behaviour present in interviewing situations. Professional ethics, confidentiality, stereotypes and values are examined. Attention is given to effective listening, constructive feedback, elements of verbal and non-verbal communication, appropriate self-disclosure and confrontation and structuring for information. In-class opportunities are provided for students to challenge, evaluate and share appropriate professional behaviour and interviewing styles. Opportunities include role-playing, presentations, small group discussion, simulated and actual interviews. Enrollment is for criminology students only.

Prerequisite: 9 CRIM credits

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall and Winter

CRIM 150 Introduction to Criminology (3 credits)

Introduction to Criminology explains the basic concepts and content of criminology, such as crime, criminal, delinquent, deviant, treatment, rehabilitation and victim. The position of criminology, its relationships with other sciences and the relationships between theory and practice are also included. The evolution of criminological thought will be covered through classical and modern theories. Scientific foundations for a modern criminal policy will be discussed.

Prerequisite: None

Lecture: 3; Tutorial: 1

*For transfer credit please refer to page 203.

Offered: Fall and Winter

CRIM 160 The Canadian Legal System (3 credits)

This course focuses on the history, development, and present-day operations of the legal system. Constitutional Law, Administrative Law, Civil Liberties, the court system, the functions of judges and lawyers, and the basic elements of legal reasoning are some of the topics discussed.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall and Winter

CRIM 170 Introduction to Corrections (3 credits)

This course involves a historical review of Canadian, European and American correctional systems and the current theory and practice of Canadian Corrections. Topics will include sentencing, alternatives to incarceration, process, correctional workers, institutional programs (e.g. work, education, security, social) rehabilitation, community based correctional programs, community involvement in corrections, and issues in corrections.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall and Winter

CRIM 180 Introduction to Environmental Law (3 credits)

This course provides an overview of environmental law. Topics examined include: the history and process of enactment of environmental laws, existing legislation at municipal, provincial and federal levels of government, development of common law through civil litigation, and the importance of criminal law and enforcement. The evolving environmental assessment process at federal and provincial levels of government will also be examined.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 203

Offered: TBA

CRIM 220 Police and the Community: Problems And Issues (3 credits)

This course examines the philosophy and practice of community policing. It will critically explore the concepts of community and community-based policing and evaluate this policing style in light of a democratic, pluralistic society. It will examine the history of this form of policing and will study several community efforts that have implemented features of community-based policing. Community policing, as a response to contemporary issues such as fear of crime and multicultural communities, will be studied.

Prerequisite: CRIM 120

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall

CRIM 240 Advanced Interviewing (3 credits)

This course covers advanced interviewing techniques applicable in the service delivery systems that involve counselling and guidance, with special emphasis on application to the Criminal Justice System. The emphasis is on interviewing techniques, not on any particular theory or philosophy of helping or therapy.

Prerequisite: CRIM 140 or Instructor Permission

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Not offered 1994/95

CRIM 251 Psychological Explanations of Criminal Behaviour (3 credits)

Involves a detailed study of psychological approaches to explaining the behaviour of criminal offenders. Psychoanalytic, developmental, biological, operant learning, risk-taking, modelling and social learning approaches will be covered. Theories and approaches will be examined in terms of their relevance to interpersonal crimes, property crimes and victimless crimes. These crimes can cover almost the entire range of human behaviour.

Prerequisite: PSYC 100

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall and Winter

CRIM 252 Sociological Explanations of Criminal Behaviour (3 credits)

This course will critically examine the sociological, socio-cultural and social-psychological explanations of criminal behaviour such as the ecological theories, conflict theories, structural theories, control theories, and symbolic interactionist theories. Some of the specific theories subjected to critical examination will be those concerned with class and group conflict, subcultures, social conditioning, containment, differential association and labelling.

Prerequisite: SOCI 125

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall and inter

CRIM 253 Youth, Crime and Law (3 credits)

This course provides an introduction to, and overview of the processes of construction and response to youthful misconduct. These processes are examined in historical and contemporary contexts. Attention is focused upon the social construction of the juvenile delinquent, the emerging criticisms of this notion and the creation of the young offender. Theoretical explanations for the criminal behaviour of the young offender, the Young Offenders Act and its application and relevant components of the justice system will be explored. Programs and agencies related to the control of youth crime are discussed. A series of related topics will also be introduced.

Prerequisite: CRIM 150

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Winter

CRIM 254 Research Methods in Criminology (3 credits)

An introductory course in concepts and techniques basic to research in Criminology. It will include principles which guide the researcher: terminology; selection of topic material; defining and measuring variables; the concept of the research hypothesis; research design; sampling methods; qualitative and quantitative data; application of statistics in research; ethics in criminological research. The focus will be towards research in criminology and criminal justice but this will be achieved by means of an interdisciplinary approach.

Prerequisite: CRIM 150

Lecture: 3; Seminar: 1

*For transfer credit please refer to page 203.

Offered: Fall and Winter

CRIM 255 Native North Americans: Crime, Deviance and the Administration of Justice (3 credits)

This course uses the tools of criminology to examine the crime and deviance of Native North Americans and community responses to this behaviour. An examination of various theories explaining the nature and patterns of native crime and delinquency is provided. A critical examination of the native experience with the criminal justice system is included. Innovative programs for, and by, natives are examined and international comparisons of justice services for natives are discussed.

Prerequisite: CRIM 100 or CRIM 150. Students with relevant experience may have this waived.

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Winter

CRIM 256 The Female Offender (3 credits)

This course will examine the female offender by focusing on how women's criminality is created and responded to, both historically and in the current Canadian context. The significance of patriarchal ideology and the role of social control agencies in the defining and processing of women as offenders will be examined. Against this backdrop some of the topics to be considered are: historical subordination,

traditional and contemporary criminological explanations, characteristics of Canada's female offenders, control and punishment, and strategies for change.

Prerequisite: CRIM 150

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall

CRIM 260 Criminal Law (3 credits)

This course focuses on fundamental principles of criminal law, providing students with a basic knowledge of the Criminal Code, criminal procedure, defenses, powers of arrest and search, sentencing, and the role of the jury in criminal cases. Current issues in criminal law are also discussed.

Prerequisite: CRIM 160

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall and Winter

CRIM 261 Administration of Justice (3 credits)

An introduction to the administration of justice. This includes perceptions of justice and the relationship between ideas and practice. Aspects of judicial administration, policing, the courts, lawyers and selected topics will be examined for their effects on individuals, social groups, minorities and criminal justice as a whole.

Prerequisite: CRIM 160

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall and Winter

CRIM 262 Criminal Procedure and Evidence (3 credits)

This course is an introduction to the law of Criminal Procedure and Evidence in the criminal process of Canada. It is designed to explain and critique the legal rules pertaining to the gathering of evidence, the court process, the admissibility of evidence at trial and post-conviction sentencing, appeals, and other remedies.

Prerequisite: CRIM 160

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall

CRIM 275 Issues in Correctional Practice (3 credits)

This course builds upon Criminology 170, examining controversial issues in correctional practice. A variety of topics will be examined. Included are: the influence of correctional policy, the public and professionals on the activity of corrections; the objectives of institutional and community corrections; special offender groups; the prediction of dangerousness; violence in institutions; ethics; critiquing correctional practice; and challenges facing corrections in the 1990s.

Prerequisite: CRIM 170

Lecture: 4

Offered: Winter

CRIM 340 Criminology - Practicum (3 credits)

Provides students with a learning experience in the context of job experience with various agencies: police, corrections, probations and judicial.

Prerequisite: 15 semester credits in Criminology Program

Field experience: 8; Seminar: 1

Offered: Native Education Centre 1995/96

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Dental Auxillary

These courses are only for those students enrolled in the Dental Assisting program.

CHDA 107 Dental Radiology Theory (1.5 credits)

The purpose of this course is to help the student develop an understanding of the basic principles of clinical dental radiography. Current radiographics techniques will be covered with the emphasis being on safe and effective use of x-rays in dental practice.

Prerequisite: None

Lecture: 30 hours

Offered: Fall

CHDA 108 Applied Dental Sciences (1.5 credits)

This course is divided into two sections. Section A provides the student with the prerequisite knowledge required to practice effective infection control procedures in today's dental environment. Section B provides the student with the information about the embryonic development of oral structures as well as histology as it relates to dentition.

Prerequisite: None

Lecture: 30 hours

Offered: Fall

CHDA 109 Applied Anatomy for Dental Assistants (3 credits)

This course will provide the student with a working knowledge of anatomy required by Level II dental assistants in clinical practice. This will include an integration of knowledge related to neuroanatomy and oral anatomy required to apply topical anesthetic agents and take study model impressions.

Prerequisite: None

Lecture/Practice: 60 hours

Offered: Fall

CHDA 111 Basic Dental Assisting Skills (9 credits)

This course will provide the student with the skills required to perform basic dental assisting procedures, and a clinical environment to apply and adapt knowledge related to infection control, patient records, dental radiology and anatomy.

Prerequisite: None

Clinical Experience: 75 hours;

Simulation Environment: 150 hours

Field Experience: 15 hours

Offered: Fall

CHDA 118 Reception Skills for Dental Assistants (1.5 credits)

This course will provide the student with the knowledge and skills to plan, organize, and manage dental procedures in clinical settings. This will include the utilization of computerized financial procedures, patient scheduling, dental claims and the organization and management of patient records.

Prerequisite: None

Lecture/Practice: 14 hours; Laboratory: 21 hours

Offered: Fall

CHDA 212 Plan to Provide Dental Health Education (3 credits)

In this course the student will plan to provide dental health education to patients with a variety of needs. The student will understand the basic principles of periodontal assessment, and adapt dental health education concepts to selected patients with specified needs appropriate to age and stage of life.

Prerequisites: CHDA 108, 109

Lecture/Practice: 55 hours; Field Experience: 5 hours

Offered: Winter

CHDA 214 Plan for Direct Patient Care (3 credits)

This course will provide the student with the knowledge required by a Level II dental auxiliary to perform direct patient care. An ethical decision-making framework will enable students to utilize problem-solving skills to plan for and manage direct patient care and resolve problems as they relate to the clinical practice of a Level II dental auxiliary.

Prerequisite: CHDA 109, 111, 107, 108

Lecture/Discussion: 60 hours;

Field Experience: 5 hours

Offered: Winter

CHDA 215 Applied Nutrition/Pharmacology (2 credits)

This course provides the student with a basic understanding of the fundamental principles of nutrition and pharmacology as they apply to the role and functions of the Level II dental auxiliary. This will include an emphasis on the relationship between diet and dental caries, and diet and periodontal disease, dietary counselling for the dental patient and the storage and administration of drugs in the dental office.

Prerequisite: CHDA 109

Lecture: 45 hours

Offered: Winter

CHDA 216 Dental Assisting Theory (2 credits)

This course will provide the student with an understanding of the dental assistant's role in basic restorative and specialty procedures. This will include an emphasis on the chemical composition, clinical uses, handling and physical characteristics of dental materials.

Prerequisites: CHDA 108, 109, 111

Lecture/Practice: 45 hours; Field Experience: 15 hours

Offered: Winter

CHDA 217 Advanced Dental Assisting Skills (9 credits)

This course will provide the student with the skills to assist for basic restorative and specialty procedures, to take and process dental radiographs and study model impressions and perform other Level I dental assisting procedures. This will include an emphasis on the clinical application and adaptation of dental assisting theory to a variety of specialty areas, different situations, and different operator preferences.

Prerequisites: CHDA 111, 107, 108, 109, 118

Corequisite: CHDA 216

Clinical Instruction: 90 hours;

Simulation Environment: 162 hours

Field Experience: 20 hours

Offered: Winter

CHDA 360 Provide Direct Patient Care (5 credits)

This course will provide the student with the skills to perform Certified Dental Assisting Procedures (Level II) as designated by The Dental Act of British Columbia. The student will provide patient dental health education, perform prophylaxis and fluoride treatments, place fissure sealants, take and process dental radiographs, and provide other dental services for patients.

Prerequisite: CHDA 212, 214, 215, 216, 217

Clinical Experience: 76 hours

Field Experience: 120 hours

Offered: Summer

..... Developmental Studies

DVST courses should be chosen after consulting with instructors, counsellors, or academic advisors to ensure that a program suitable to each student's goals is pursued. These courses prepare students for further learning in vocational training courses, career programs, or academic courses at Douglas College and elsewhere. A combination of group instruction, individual tutorial and independent study is used.

Those students wishing to obtain a grade 12 equivalency certificate (and who satisfy the eligibility requirements) can be successful writing the GED Examination upon completion of three key courses: DVST 210, 350, and 360.

DVST 100 Literacy (6 credits)

This course is for adults who have had a limited experience with the printed word. The program is designed to meet the needs of the learners, ranging from the most basic stages of reading and writing, to a level of functional literacy. While emphasis is on reading and writing activities and related skills, basic study and organizational skills are also introduced in order to prepare the students for successful learning, inside and outside the classroom.

Prerequisite: Admission to the DVST Program

Offered: New Westminster, monthly entry

Maple Ridge, monthly entry

DVST 110 Mathematics - Literacy Level 1 (3 credits)

This course is designed to teach adults the following fundamental skills using whole numbers: counting, reading and writing numbers, adding, subtracting, multiplying and dividing, estimating, comparing, measuring and, finding solutions to simple word problems.

Prerequisite: Admission to the DVST Program

Offered: New Westminster, Fall and Winter

Maple Ridge, Fall and Winter

DVST 210 Mathematics - Fundamental Level (3 credits)

This course focuses on the operations of adding, subtracting, multiplying and dividing of whole numbers, fractions, decimals and percents. Students will also work with graphs and the metric system. Proportion is emphasized as an important problem-solving technique. Strategies for finding solutions to word problems will also be taught.

Prerequisite: DVST 110 or Instructor Permission

Offered: New Westminster, Fall, Winter, Summer*

DVST 220 Spelling - Fundamental Level (1.5 credits)

This course is designed for adults needing to improve their spelling skills. Students will study specific skills such as recognizing basic affixes and roots, applying appropriate rules and generalizations and distinguishing homonym spellings. Using the dictionary for vocabulary development and correct spelling will also be covered.

Prerequisite: DVST 120 or Instructor Permission

Offered: New Westminster, Fall and/or Winter

DVST 230 Word Study - Fundamental Level (1.5 credits)

This course is designed for adults needing to improve their word analysis skills. Students will receive individual assistance with specific skills such as recognizing affixes and roots, and pronouncing stressed syllables.

Prerequisite: DVST 100 or Instructor Permission

Offered: TBA

DVST 241 Learning and Study Skills I (3 credits)

This course is for students who are new to the College and are enrolled in, or intend to enrol in, further Developmental Studies courses. This course will help students learn about and use College facilities and resources. Students will develop skills in personal time management, goal setting, and basic study techniques and learning strategies. This course will focus on the development of skills necessary for success.

Prerequisite: Instructor Permission

DVST 250 Writing - Fundamental Level (3 credits)

This course is for students with little writing experience who wish to develop their self-expression on paper. The course focuses on writing as a systematic process, and the assignments encourage students to move from personal journal entries to public forms of writing. Students receive assistance with developing the complexity of their sentence structure and learn how to edit their writing.

Prerequisite: DVST 100 or Instructor Permission

Offered: TBA

DVST 255 Reading/Writing - Fundamental Level (6 credits)

This is an integrated reading and writing course. It is designed for students who need to develop and improve basic skills with composing and comprehending written texts. The course focuses on reading and writing as processes and attention is given to spelling and vocabulary development. Assignments and exercises focus on information relevant to the adult learner's life.

Prerequisite: DVST 100 or permission of instructor

Offered: New Westminster, Fall and Winter

DVST 260 Reading - Fundamental Level (3 credits)

This course is for students who need to develop their basic reading comprehension and vocabulary skills. The course focuses on reading as a process for gathering and reacting to information and ideas. Students receive assistance with specific skills such as identifying main ideas and details, drawing inferences and recognizing an author's tone and intent. The material focuses on current events and issues that are relevant to the students' lives.

Prerequisite: DVST 100 or permission of instructor

Corequisite: None

Offered: TBA

DVST 310 Mathematics I (3 credits)

This course deals with a variety of topics in algebra and geometry and follows the current curriculum for B.C. School's Mathematics 10. It is designed for students with no previous experience in algebra. Topics include: operations with rational numbers and order of operations, roots, powers, rules for exponents, scientific notation and operations in scientific notation, polynomial operations, factoring, solving linear and quadratic equations in one variable, problem solving, solving linear equations and systems of linear equations and systems of linear equations in two variable by graphing, perimeter, area, volume, lines, and angles, triangles and introductory trigonometry.

Prerequisites: DVST 210 or Instructor Permission

Offered: New Westminster, Fall, Winter & Summer*

DVST 320 Spelling - Intermediate Level (1.5 credits)

This course is designed for adults needing to improve their spelling skills. Students will be in a class and receive instruction in specific skills such as recognizing affixes and roots, applying appropriate rules and distinguishing homonym spellings. Using the dictionary for vocabulary development and correct spelling will also be covered.

Prerequisites: DVST 220 or Instructor Permission

Offered: New Westminster, Fall and/or Winter

DVST 341 Learning and Study Skills I (3 credits)

This course will help students to gain the learning and study skills needed in various types of learning situations. The course is useful for students who are involved in, or intending to enroll in, developmental courses, remedial courses, correspondence courses, vocational coursework, or career coursework. The course will help students to develop and practice effective learning strategies, study

skills and techniques, and approaches to learning and study. It will focus on the improvement of learning and academic performance.

Prerequisites: None

Offered: New Westminster, Fall, Winter and Summer

DVST 350 Developmental Writing (3 credits)

This is a course for students who wish to develop their expression of ideas in different written formats, including letters, reports, and essays. The course is designed for students who lack experience with practical writing tasks and who are preparing for entry into vocational and career programs or preparing to take the GED exam. Emphasis is placed on the process of generating appropriate material for different audiences and expressing this in standard written English.

Prerequisites: DVST 250 or 255 or Permission of Instructor

Offered: New Westminster, Fall, Winter & Summer*

DVST 360 Academic Reading I (3 credits)

The purpose of this course is to develop comprehension of academic text. The course is appropriate for students who are preparing to write the GED exams, enter vocational or career programs at a college level, or who want an introduction to comprehension of academic text. Work in this course will emphasize summing up main points from academic material, and responding critically to the information and ideas. Skills instruction will include: paraphrasing and reporting on text material, critically evaluating ideas in reading material, and participating in class discussion. Reading material used will be at an introductory college level.

Prerequisites: DVST 255 or DVST 260, or Instructor Permission

Offered: New Westminster, Fall, Winter & Summer*

DVST 370 Science - Intermediate Level (3 credits)

This course will introduce the student to the methods by which scientific knowledge is gained and organized. Topics are selected from three major areas of study: biology, chemistry and physics. These topics include science and the scientific method, the cell, human biology, introductory chemistry, energy, simple machines and electricity. Other topics of interest to students may be investigated.

Prerequisite: DVST 210 and DVST 360 or Instructor Permission

Offered: TBA

DVST 410 Mathematics II (4.5 credits)

This course deals with a variety of topics in algebra, geometry and trigonometry including number and number operations such as radicals with integer radicands; combined operations with integral and variable bases and exponents; extension of polynomial operations, rational expressions and operations, factoring to include combinations of types; review of equation solving and problems leading to linear and quadratic equations; linear equations and systems in two variables solved by substitution and the multiplication method; geometry problems with

special triangles and a review of trig.

Prerequisite: DVST 310 or Instructor Permission

Offered: New Westminster, Fall, Winter, Summer*

DVST 411 Mathematics III 4. (5 credits)

This course deals with a variety of topics in geometry, trigonometry, data analysis and algebra including relations and functions and follows the curriculum for B.C. Schools Mathematics 11. It is designed for the student who plans to take further courses in mathematics for transfer credit.

Topics include factoring cubes, biquadratics, expressions requiring grouping; rational expressions and complex fractions and formula rearrangement; quadratic equations using the quadratic formula; radical equations; exponential equations with related bases; relations and functions, direct and inverse variation; sketching graphs of functions; graphing techniques and the determination of equations; problems and proofs using circle properties; trigonometry and the unit circles; right and oblique triangles; solutions of oblique triangles; data analysis.

Prerequisite: DVST 410 or Instructor Permission

Offered: New Westminster, Fall, Winter, Summer*

DVST 413 Mathematics Advanced Level -Study Skills (1.5 credits)

This course is a lab course to complement DVST 411.

Students will develop math study skills to support their DVST 411 coursework. Activities will help students develop the mathematical comprehension and skills they need to participate effectively in the classroom, to complete course assignments, and perform well on tests and exams.

Course corequisites: DVST 411

DVST 441 Learning and Study Skills II (3 credits)

This course will help students prepare for the learning and study skills needed in first-year coursework. The course will provide opportunities to develop and practice effective strategies, skills, and approaches to learning that focus on improving learning and academic performance at a college level. Learning strategies will be covered as well as the use of specific external study aids and techniques (for example, study formulas, note taking methods for both texts and lectures, and exam writing). Emphasis will be on study aids and techniques. Students taking this course should already have the ability to learn independently.

Prerequisite: DVST 341 or permission of instructor

Offered: New Westminster, Fall and Winter

Maple Ridge, Fall and/or Winter

DVST 450 Introduction to Research Papers and Academic Assignments (3 credits)

This course prepares students for successfully handling documented research papers and other types of academic writing assignments. It is designed for students who lack previous experience with the demands of academic writing and who wish to improve their ability to succeed in university-transfer level courses. Students learn to compose essays, analyze assignments, gather and organize material, document sources and avoid plagiarism, handle essay

exams, use feedback to improve the expression of their ideas, and use computers to assist with editing.

Prerequisite: DVST 350 or permission of instructor

Offered: New Westminster, Fall, Winter & Summer*

Maple Ridge, Fall and/or Winter

DVST 460 Academic Reading II (3 credits)

The purpose of this course is to develop comprehension of college-level reading material. The course is appropriate for students who are preparing for the reading demands of college-level academic coursework. Emphasis will be on understanding ideas and themes from academic text, producing critical responses to information and ideas, and evaluating information from varied sources. Skills covered will include producing written and oral summaries of lengthy academic text, researching academic topics, synthesizing and evaluating information from diverse sources, and participating in, and leading, academic discussion. Readings will be typical of first-year academic material, textbook chapters, journal articles, and other supplementary reading.

Prerequisites: DVST 360 or Instructor Permission

Offered: New Westminster, Fall, Winter & Summer*

DVST 470 Science - Advanced Level (3 credits)

This course in general science makes use of a specific theme - the impact of science and technology on society - in order to unify the topics chosen. Topics will include an introductory module (fact or opinion, triggers of change, and the population explosion), health technologies, computers in the workplace, telecommunications, energy and environmental tradeoffs, food production and distribution, waste - technology's by-product, military and defence technology and a consideration of futures.

Prerequisite: DVST 370 or Instructor Permission

Offered: TBA

DVST 472 Biology - Advanced Level (3 credits)

This course, in conjunction with DVST 473, will introduce the student to the study of biology (levels of organization, adaption and evolution, classification and taxonomy), microbiology (viruses, monera and protists), descriptive biology of animals (survey of major groups, insects and mammals, behavior). In addition, some enrichment material may be selected from topics such as evolution and the fossil record, parasitology and genetics.

Prerequisite: DVST 370 or Instructor Permission

Offered: TBA

DVST 473 Biology - Advanced Level B (3 credits)

This course, in conjunction with DVST 472, will introduce the student to the study of biology. Topics will include descriptive biology of plants (green algae, gymnosperms, angiosperms) and fungi, ecology (populations, communities, ecosystems, pollution), and applied ecology (local issues). Enrichment material concerning bioethics may also be included.

Prerequisite: DVST 370 or Instruction Permission

Offered: TBA

DVST 474 Chemistry - Advanced Level (5 credits)

This course will introduce the student to the study of chemistry. Topics are selected from five broad areas of study: the description classification and theories of matter, the mole concept, the electrical nature of chemistry, the periodic table and nuclear chemistry. The course will examine state, change of state, classification schemes, atomic theory, Avogadro's hypothesis, gas laws, the mole and related problems, ions and conductivity, atomic masses, isotopic abundance, reaction-types, periodic law and table, bonding, balanced equations and nuclear equations.

Prerequisite: DVST 370 or Instructor Permission (Math 11 or DVST 410 recommended)

Corequisite: Math 11 or DVST 410 recommended

Offered: TBA

DVST 476 Physics - Advanced Level (5 credits)

This course will introduce the student to the study of physics. Topics are selected from four major areas of study: mechanics, heat, electricity and wave phenomena and will include vectors, statics, kinematics, dynamics, work, energy, power, simple machines, circular motion, heat, temperature, thermal properties of matter, Coulomb's Law, electrical field, potential difference, Ohm's Law, circuitry, types of waves, wave equations, photo-electric effect and the Bohr model of the hydrogen atom.

Prerequisite: DVST 370 or Instructor Permission

Corequisite: (Math 11 or DVST 410 recommended)

Offered: TBA

* Summer semesters do not always offer the same DVST courses.

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Early Childhood Education

ECED 100 Growth and Development: Infants and Toddlers (Intro) (3 credits)

Students will explore theories related to the development of infants and toddlers in the context of a family-centered approach which emphasizes individual and cultural diversity. Students will take a whole child approach to their studies of infants and toddlers in family and group settings.

Prerequisite: Nil

ECED 120 Methods for Play Based Infant Toddler Care (3 credits)

Students will begin to explore infant and toddler care and guidance in play-based group settings. A family-centered approach and developmentally appropriate practice will be the programming emphasis.

Prerequisite: Nil

ECED 182 Demonstration Laboratory: Observation of Infants and Toddlers (3 credits)

In the ECE demonstration laboratory, students will explore and practice the theories and methods related to the observation of young children. The focus will be on the observing, recording and assessing the behaviour of infants and toddlers in family and care settings.

Prerequisite or

Corequisite: ECED 100

ECED 200 Growth & Development: Preschool Years (3 credits)

This course explores theories related to the development of preschool-aged children in the context of a family centered approach which emphasizes individual and cultural diversity. A "whole-child" approach will be taken to the study of young children in group settings.

Prerequisite: ECED 100

ECED 211 Professional Growth and Communication (3 credits)

In this course, students have the opportunity to apply their understanding of self and interpersonal skills from CFCS 120 to early childhood education settings. Within a historical context, students are encouraged to explore their professional identities. Focal points for study are professionalism, advocacy, multiculturalism and the parent-teacher relationship.

Prerequisite: CFCS 120

ECED 220 Methods for Inclusive Play-Based Programs for Preschool Children (3 credits)

This course provides theory and practical experience in creating safe and healthy play environments and programs for young children. A developmental and family-centered perspective will be the focus for determining individual responses to the guidance of young children.

Prerequisite: ECED 120

ECED 282 Demonstration Laboratory: Preschool Observation and Documentation Practice (3 credits)

This ECE demonstration laboratory course provides opportunities for the development and application of second semester course theory and methodology through observation and practice in preschool and childcare settings.

Prerequisite: ECED 182

Corequisites: ECED 231 or ECED 331

ECED 231 E.C.E. Curriculum I (3 credits)

This workshop/laboratory course examines the principles of planning, implementing and evaluating play-based program models which demonstrate sound educational philosophy. Art and literature, within the context of an integrated curriculum, are highlighted.

Prerequisite: Nil

ECED 300 Growth and Development: Early School Years (3 credits)

This course explores theories related to the development of school age children (ages five to eight years) in the context

of a family centered approach. This approach emphasizes individual and cultural diversity while considering the "whole child" in group settings.

Prerequisite: ECED 200

Corequisite: ECED 400

ECED 312 Family Issues for Teachers of Young Children (1.5 credits)

This course explores current issues and policies affecting children and their families from historical, cultural and feminist perspectives. Through the sharing of critical incidents, students are encouraged to examine and enhance their skills in communicating with, and supporting, families.

Prerequisite: ECED 211 and CFCS 330

ECED 320 Methods for Inclusive Play Based Programs for Young Children (3 credits)

This course examines basic principles and techniques for implementing developmentally appropriate, play-based curriculum. Students will examine their personal philosophy of education as a foundation for their curriculum planning.

Prerequisite: ECED 220

Corequisite: Nil

ECED 331 ECE Curriculum II (3 credits)

This workshop/laboratory course examines the principles of planning, implementing and evaluating play-based program models which demonstrate sound educational philosophy. Environmental studies, math, music and movement, within the context of an integrated curriculum, are highlighted.

Prerequisite: ECED 200 or ECED 220

ECED 382 Demonstration Laboratory: Observation, Documentation and Preceptorship Practicum (3 credits)

This ECE demonstration laboratory course is a preceptorship or practicum experience, with placements in a variety of child care settings. The course integrates knowledge and skills from previous courses and provides opportunities for participation as team members in early childhood education centres.

Prerequisite: ECED 282

Corequisite: ECED 231 or ECED 331

ECED 400 Growth and Development: Infant and Toddler (Advanced) (3 credits)

Building on prerequisites, students will observe and study children from birth to age three. Students will combine new research information with their growing experience and knowledge of very young children as they build a deeper understanding of infant/toddler development.

Prerequisite: ECED 300

ECED 412 Administrative Skills for ECE Centres (3 credits)

This course is for students who wish to increase their skills in managing group child care and early education facilities.

Topics such as program philosophy and policy design;

financial management; and staff development and relationships with families and community will be highlighted.

Prerequisite: ECED 312

ECED 420 Methods for Inclusive Play-Based Programs for Infant/Toddler Care (Advanced) (3 credits)

Students will build on their prior understanding of developmentally appropriate curriculum for very young children. Students will have opportunities to design high quality infant and toddler programs, develop team leadership and work in close partnership with parents for the collaborative care of very young children.

Prerequisite: ECED 320

ECED 440 Adapting Programs in Mainstreamed Early Childhood Settings (3 credits)

This course explores adapting play-based activities to facilitate the learning and development of children with special needs. Through observation and practice, the student will learn to guide children in mainstreamed settings toward an understanding of individual and cultural diversity.

Prerequisite: ECED 300

ECED 450 Mainstreaming in Early Childhood Education (3 credits)

This course explores the selection and use of appropriate assessment materials and intervention techniques for working with children who have special needs. A family centered approach, which focuses on promoting social interactions among children, will be taken.

Prerequisite: ECED 320

ECED 482 Demonstration Laboratory: Infant Toddler Project Practicum (3 credits)

This laboratory course is a preceptorship experience, with placements in infant/toddler centres. The course provides opportunities for the development and implementation of comprehensive projects that demonstrate advanced professional knowledge and practice.

Prerequisite: ECED 382

ECED 483 Demonstration Laboratory: Special Needs (3 credits)

Project Practicum

This laboratory course is a preceptorship experience, with placement in integrated special needs centres. This course provides opportunities for the development and implementation of comprehensive projects that demonstrate advanced professional knowledge and practice.

Prerequisite: ECED 382

Economics

ECON 101 The Canadian Economy (3 credits)

This course will provide the student with an economics framework for the analysis of the Canadian economy. Topics will include supply and demand, economic goals, monetary policy, fiscal policy, and market structure. Issues of current economic interest will be discussed. Students who have credit for both Econ 150 and Econ 250 are precluded from taking Econ 101 for further credit.

Prerequisite: Math 11

Lecture: 3; Seminar: 1

*For transfer credit please refer to page 203.

Offered: Fall, Winter and Summer

ECON 110 Economic History I (3 credits)

Productive resources have been organized in many ways by societies, from free peasant and slave economies to feudal economies and, finally, to the hybrids of Capitalism and Socialism that we observe currently. This course will provide students with an economics' perspective on the development of society from the dawn of civilization up to, and inclusive of, the Industrial Revolution. Theories of economic development will be discussed, and the impact of changing economic circumstances on the development of civilization, religion, social organization, government and economic thought will be examined.

Prerequisite: None

Lecture: 3; Seminar: 1

*For transfer credit please refer to page 203.

Not offered 1995/96

ECON 111 Canadian Economic History (3 credits)

Canada has developed from being a small number of isolated Maritime settlements into a modern economy enjoying membership in the "G-7", a group of seven industrialized democracies that includes Germany, Japan, and the United States. This course examines that progression. Special attention will be paid to the relationship of Canada within the British Empire, theories of Canadian economic development and the role of government legislation since Confederation.

Prerequisite: One course in Economics is recommended

Lecture: 3; Seminar: 1

*For transfer credit please refer to page 203.

Offered: Summer or Fall

ECON 125 Economic Thought (3 credits)

The course provides the student with a preliminary approach to exploring fundamental issues of economic analysis, with a focus on understanding the nature of capitalism. Presentation of the ideas of prominent economists, such as Adam Smith, Karl Marx and J.M. Keynes, who have shaped and challenged our understanding of the laws that regulate economic society, will be a prelude to discussing contemporary issues in economic thought.

Prerequisite: Math 11

Lecture: 3; Seminar: 1

Offered: Not offered 1995/96

ECON 150 Principles of Micro Economics (3 credits)

This course will provide the student with the principle elements of theory concerning the functioning of the price system, utility theory and consumer behavior, production and costs, market structure, factor pricing and government microeconomic policy.

Prerequisite: Math 11, ECON 101 recommended

Lecture: 3; Seminar: 1

*For transfer credit please refer to page 203.

Offered: Fall, Winter and Summer

ECON 210 Economic History II (3 credits)

This course will provide the student with an analysis of the economic development of Western Europe and North America from the industrial period to the present. A comparison will be made between the different economic systems under which man lives in the twentieth century.

Prerequisite: None

Lecture: 3; Seminar: 1

*For transfer credit please refer to page 203.

Offered: Winter

ECON 250 Principles of Macro Economics (3 credits)

This course will provide the student with a framework for the analysis of models of income determination. The components of national income will be examined in the context of these models. Theory relating to the role of money and the potential role of government in the maintenance of both internal and external balance will be presented.

Prerequisite: Math 11, ECON 150 recommended

Lecture: 3; Seminar: 1

*For transfer credit please refer to page 203.

Offered: Fall, Winter and Summer

ECON 350 Managerial Economics (3 credits)

This course develops and applies economic theory and methods to business and administrative decision-making. Prospective managers will learn a set of operating rules that aid in the efficient utilization of scarce human and capital resources. To that end, optimization techniques are employed to determine appropriate courses of action for decision-makers and case studies are examined to apply economic analyses to practical situations.

Prerequisite: ECON 150 and 250 and MATH 125

Lecture: 3; Seminar: 1

*For transfer credit please refer to page 203.

Offered: Fall

ECON 408 Money and Banking (3 credits)

This course is an introduction to monetary economics and its policy applications in a Canadian setting. Attention is directed to the microeconomic aspects of financial intermediation, including the role of deposit-taking institutions and the re-regulation of the financial markets. The term structure of interest rates and the concepts of duration and interest rate risks are also considered. The course con-

cludes with an examination of the conduct of monetary policy by the Bank of Canada under different policy and exchange rate systems.

Prerequisite: ECON 150 and ECON 250

Lecture: 3; Seminar: 1

*For transfer credit please refer to page 203.

Offered: Winter 1997

ECON 418 History of Economic Thought (3 credits)

The ideas of economists, such as Adam Smith, Karl Marx and J.M. Keynes, have shaped and challenged our understanding of the forces that regulate economic society. An examination of these ideas will provide a framework within which one can derive and apply the main tools -or principles- of economic analysis. Special attention is placed on understanding the nature of Capitalism and how changes in the social, political and economic environment result in the evolution of economic thought.

Prerequisite: ECON 150 and ECON 250

Lecture: 3; Seminar: 1

*For transfer credit please refer to page 203.

Offered: Fall 1996

ECON 450 Intermediate Macroeconomics (3 credits)

This course will provide the student with the main concepts and methods of analysis for such macroeconomic variables as consumption, investment, government spending and foreign trade. The Classical and Keynesian models of income and employment theory will be compared. Monetary theory, rational expectations, the open economy, economic fluctuations and growth will be examined.

Prerequisite: ECON 150 and 250 and MATH 125

Lecture: 3; Seminar: 1

*For transfer credit please refer to page 203.

Offered: Not offered 1995/96

ECON 460 Environmental Economics (3 credits)

Industrial societies incur environmental damage, in part, because the full "cost" of economic activities are not reflected in the market prices that direct production. This course examines market failure and applies microeconomic principles to markets for environmental resources. Methods of measuring the damages that result from polluting activities, and the benefits of improving environmental quality, are examined. The economic principles of pollution control and case studies in Canadian and international environmental regulation are discussed.

Prerequisite: ECON 150 and ECON 250

Lecture: 3; Seminar: 1

Offered: Winter 1996

..... **Engineering Graphics**

APSC 110 Engineering Graphics (3 credits)

This course is an introduction to the study of orthographic projections, technical sketching, engineering drawing, language of graphics, graphical solution of space problems and the presentation of engineering data. The student will be expected to develop an ability to visualize in three dimensions.

Prerequisite: Math 12

Lecture: 1; Laboratory: 4

Offered: TBA

..... **English as a Second Language**

(For other writing courses see Communications, Creative Writing, English, DVST, Reading and Study Skills and Print Futures)

EASL 001 Student Success in EASL (1.5 credits)

This is an orientation course suitable for students who are new to Douglas College and have English as a second language at the intermediate level. Through active language learning practice, participants will explore services available to them at Douglas College which can help them experience success as a student. The course also introduces students to strategies for language learning, improved study skills, stress management, and social integration. In addition, cultural expectations and educational values will be discussed.

Prerequisite: Instructor permission

Lecture/Practice: 4,4

Not offered: 1995/96

EASL 101 Beginners I: English as a Second Language Immersion Program (3 credits)

This is the first level in a six-level English as a Second Language Immersion Program. This full-time program is designed to provide EASL students with a total immersion environment in which to develop communicative competence in English. Students will use only the target language. Program activities include formal classroom instruction, informal workshops, sports, field trips, and socio-cultural activities where students can apply their language skills in a natural communicative setting.

*These courses are designed for contract or sponsored students and as such, course fees are not based on credit value. If spaces are available, they may be accessed by community students.

Prerequisite: Assessment and Special Program Fee and Registration Procedures. Call 527-5410.

Offered: Summer

EASL 102 Beginners' II: English as a Second Language Immersion Program (3 credits)

This is the second level in a six-level English as a Second Language Immersion program. This full-time program is designed to provide EASL students with a total immersion environment in which to develop communicative competence in English. Students will use only the target language. Program activities include formal classroom instruction, informal workshops, sports, field trips, and socio-cultural activities where students can apply their language skills in a natural communicative setting.

*These courses are designed for contract or sponsored students and as such, course fees are not based on credit value. If spaces are available, they may be accessed by community students.

Prerequisite: Assessment and Special Program Fee and Registration Procedures. Call 527-5410.

Offered: Summer

EASL 103 Intermediate I: English as a Second Language Immersion Program (3 credits)

This is the third level in a six-level English as a Second Language Immersion Program. This full-time program is designed to provide EASL students with a total immersion environment in which to develop communicative competence in English. Students will use only the target language. Program activities include formal classroom instruction, informal workshops, sports, field trips, and socio-cultural activities where students can apply their language skills in a natural communicative setting.

*These courses are designed for contract or sponsored students and as such, course fees are not based on credit value. If spaces are available, they may be accessed by community students.

Prerequisite: Assessment and Special Program Fee and Registration Procedures. Call 527-5410.

Offered: Summer

EASL 104 Intermediate II: English as a Second Language Immersion Program (3 credits)

This is the fourth in a six-level English as a Second Language Immersion Program. This full-time program is designed to provide EASL students with a total immersion environment in which to develop communicative competence in English. Students will use only the target language. Program activities include formal classroom instruction, informal workshops, sports, field trips, and socio-cultural activities where students can apply their language skills in a natural communicative setting.

*These courses are designed for contract or sponsored students and as such, course fees are not based on credit value. If spaces are available, they may be accessed by community students.

Prerequisite: Assessment and Special Program Fee and Registration Procedures. Call 527-5410.

Offered: Summer

EASL 105 Advanced I: English as a Second Language Immersion Program (3 credits)

This is the fifth level in a six-level English as a Second

Language Immersion Program. This full-time program is designed to provide EASL students with a total immersion environment in which to develop communicative competence in English. Students will use only the target language. Program activities include formal classroom instruction, informal workshops, sports, field trips, and socio-cultural activities where students can apply their language skills in a natural communicative setting.

*These courses are designed for contract or sponsored students and as such, course fees are not based on credit value. If spaces are available, they may be accessed by community students.

Prerequisite: Assessment and Special Program Fee and Registration Procedures. Call 527-5410.

Offered: Summer

EASL 106 Advanced II: English as a Second Language Immersion Program (3 credits)

This is the sixth level in a six-level English as a Second Language Immersion Program. This full-time program is designed to provide EASL students with a total immersion environment in which to develop communicative competence in English. Students will use only the target language. Program activities include formal classroom instruction, informal workshops, sports, field trips, and socio-cultural activities where students can apply their language skills in a natural communicative setting.

*These courses are designed for contract or sponsored students and as such, course fees are not based on credit value. If spaces are available, they may be accessed by community students.

Prerequisite: Assessment and Special Program Fee and Registration Procedures. Call 527-5410.

Offered: Summer

EASL 135 General English for Students of English as a Second Language, Level I (3 credits)

This course is designed for students wishing to upgrade their language skills for purposes of:

- 1) participating in day-to-day personal and social situations;
- 2) improving their employment opportunities;
- 3) preparing for further education or training.

Students will practice strategies for listening, speaking, reading and writing to meet their personal, social, employment and/or education needs. Course activities will include listening and speaking in a variety of communicative situations. Students will also complete both functional and skill-based reading and writing exercises. This course is offered at four levels.

Prerequisite: Instructor Permission

Lecture/Practice: 4

EASL 144 Lower Intermediate Listening for Students of English as a Second Language (Combined Section) (3 credits)

This course, with its corequisite EASL 154, is the first in a series of combined listening and speaking courses. This course is for students who wish to upgrade their listening skills in order to continue their education or improve their employment opportunities. Exercises will help students

understand and respond appropriately to communication in a variety of routine settings. Listening texts will be based on sources such as television, radio, films, tapes and guest speakers. The listening practice will also provide an opportunity for language skill development, including grammar, sentence structure, vocabulary, sound discrimination, and recognition of basic stress and intonation patterns.

Prerequisite: Instructor Permission or EASL 135

Corequisite: EASL 154

Lecture/Practice: 4

Offered: Fall and Winter

EASL 145 Lower Intermediate Listening for Students of English as a Second Language (3 credits)

This course is the first level in a series for students who wish to upgrade their listening skills in order to continue their education or improve their employment opportunities. Exercises will help students understand and respond appropriately to communication in a variety of routine settings. Listening texts will be based on sources such as t.v., radio, films, tapes and guest speakers. The listening practice will also provide an opportunity for language skill development, including grammar, sentence structure, vocabulary, sound discrimination, and recognition of basic stress and intonation patterns.

Prerequisite: Instructor Permission or EASL 135

Lecture/Practice: 4

Offered: Fall and Winter

EASL 154 Lower Intermediate Conversation for Students of English as a Second Language (Combined Section) (3 credits)

This course, with its corequisite EASL 144, is the first in a series of combined listening and speaking courses. This course is for students who wish to upgrade their conversational skills in order to continue their education or improve their employment opportunities. Exercises will help students initiate and respond appropriately to communication in a variety of routine settings. The conversation practice will also provide an opportunity for language skill development, including grammar, sentence structure and vocabulary, as well as for pronunciation improvement.

Prerequisite: EASL 135 or Instructor Permission

Corequisite: EASL 144

Lecture/Practice: 4

Offered: Fall and Winter

EASL 155 Lower Intermediate Conversation for Students of English as a Second Language (3 credits)

This course is the first level in a series for students who wish to upgrade their conversational skills in order to continue their education or improve their employment opportunities. Exercises will help students initiate and respond appropriately to communication in a variety of routine settings. The conversation practice will also provide an opportunity for language skill development, including grammar, sentence structure and vocabulary, as well as for pronunciation improvement.

Prerequisite: EASL 135 or Instructor Permission

Lecture/Practice: 4

Offered: Fall and Winter

EASL 164 Lower Intermediate Reading for Students of English as a Second Language (Combined Section) (3 credits)

This course, with its corequisite EASL 174, is the first in a series of combined reading and writing courses for students who wish to upgrade their reading in order to continue their education, improve employment opportunities and meet day to day reading needs. EASL 164 is an extensive reading course for the student who has learned some grammar and vocabulary and who has little experience reading in English without translation. This course emphasizes reading for main ideas and using new vocabulary strategies. There are extensive reading assignments to generate ideas for short compositions written in the corequisite course EASL 174.

Prerequisite: EASL 145 and 155, or 144 and 154, or 135 or Instructor Permission

Corequisite: EASL 174

Lecture/Practice: 4

Offered: Fall and Winter

EASL 165 Lower Intermediate Reading for Students of English as a Second Language (3 credits)

This is not a beginner's course, but it is the first in a 4-level series. The series is designed to lead up to college reading standards, to improve work opportunities, and meet day-to-day reading needs. EASL 165 is an extensive reading course. It is designed for the student who has learned some grammar and vocabulary and who can read simplified ESL material, but who has little experience reading in English without translation.

This course emphasized reading for main ideas and using new vocabulary strategies. There are extensive reading assignments.

Prerequisite: Instructor permission or EASL 145 and 155 or EASL 144 and 154 or EASL 135

Lecture/Practice: 4

Offered: Fall, Winter and Summer

EASL 174 Composition for Lower Intermediate Students of English as a Second Language (Combined Section) (3 credits)

This course, with its corequisite EASL 164, is the first in a series of combined reading and writing courses for students who wish to upgrade their writing in order to continue their education or improve employment opportunities. It is designed for students who have functional listening and speaking skills and some basic writing skills, but limited experience in writing for specific purposes. This course is primarily concerned with providing extensive writing practice to improve confidence and to give a base for developing writing competence. Using material from the corequisite EASL 164, students will generate and organize ideas into short compositions, improve grammar, sentence structure and vocabulary, and proofread for basic errors.

Prerequisite: EASL 145 and 155 or 144 and 154 or 135 or Instructor Permission

Corequisite: EASL 164

Lecture/Practice: 4

Offered: Fall and Winter

EASL 175 Composition for Lower Intermediate Students of English as a Second Language (3 credits)

This course is the first level in a four-level series for students who wish to upgrade their writing in order to continue their education or improve employment opportunities. It is designed for students who have functional listening and speaking skills and some basic writing skills, but limited experience in writing for specific purposes. This course is primarily concerned with providing extensive writing practice to improve confidence and to give a base for developing writing competence. Within the context of meaningful writing tasks, students will generate and organize ideas into short compositions, improve grammar, sentence structure and vocabulary, and proofread for errors.

Prerequisite: Instructor permission or EASL 145 and 155 or EASL 144 and 154 or EASL 135

Lecture/Practice: 4

Offered: Fall, Winter and Summer

EASL 235 General English for Students of English as a Second Language. Level 2 (3 credits)

This course is designed for students wishing to upgrade their language skills for purposes of: 1) participating in day-to-day personal and social situations; 2) improving their employment opportunities; 3) preparing for further education or training. Students will practise strategies for listening, speaking, reading and writing to meet their personal, social, employment and educational needs. Course activities will include listening and speaking in a variety of communicative situations. Students will also complete both functional and skill-based reading and writing exercises. This course is offered at four levels.

Prerequisite: EASL 135 or Instructor Permission

Lecture/Practice: 4

EASL 244 Upper Intermediate Listening Skills for Students of English as a Second Language (Combined Section) (3 credits)

This course, with its corequisite EASL 254, is the second in a series of combined listening and speaking courses. This course is for students who wish to upgrade their education or improve their employment opportunities. Exercises will help students understand and respond appropriately to communication in a variety of routine settings. Activities will also provide an opportunity for language skill development, including grammar, sentence structure and vocabulary, as well as pronunciation improvement.

Prerequisite: EASL 145 or 144 or Instructor Permission

Corequisite: EASL 254

Lecture/Practice: 4

Offered: Fall and Winter

EASL 245 Upper Intermediate Listening Skills for Students of English as a Second Language (3 credits)

This course is the second level of a series designed for students who wish to upgrade their listening skills in order to continue their education or improve their employment opportunities. Exercises will help students understand and respond appropriately when participating in longer conversations and communicating in non-routine situations.

Listening texts will be based on sources such as t.v., radio, films, tapes and guest speakers. Some simple notetaking exercises, such as writing down key words and main points, will be introduced. Through these activities, students will continue to develop language skills.

Prerequisite: EASL 145 or 144, or Instructor permission

Lecture/Practice: 4

Offered: Fall, Winter and Summer

EASL 254 Upper Intermediate Conversation for Students of English as a Second Language (Combined Section) (3 credits)

This course, with its corequisite EASL 244, is the second in a series of combined listening and speaking courses. This course is for students who wish to upgrade their conversational skills in order to continue their education or improve employment opportunities. Exercises will help students communicate appropriately in a variety of settings. The emphasis will be on participating in longer conversations, and communicating in non-routine situations. Some classroom speaking skills, such as making short informal presentations and participating in discussions, will also be introduced. Through these activities, students will continue to develop language skills.

Prerequisite: EASL 155 or 154 or Instructor Permission

Corequisite: EASL 244

Lecture/Practice: 4

Offered: Fall and Winter

EASL 255 Upper Intermediate Conversation for Students of English as a Second Language (3 credits)

This course is the second level of a series designed for students who wish to upgrade their conversational skills in order to continue their education or improve their employment opportunities. Exercises will help students communicate appropriately in a variety of settings. The emphasis will be on participating in longer conversations, and communicating in non-routine situations. Some classroom speaking skills, such as making short, informal presentations and participating in discussions, will also be introduced. Through these activities, students will continue to develop language skills.

Prerequisite: EASL 155 or 154, or Instructor permission

Lecture/Practice: 4

Offered: Fall, Winter and Summer

EASL 264 Upper Intermediate Reading for Students of English as a Second Language (Combined Section) (3 credits)

This course, with its corequisite EASL 274, is the second in a series of combined reading and writing courses. This

course is for students who wish to continue their education, to improve work opportunities, and to meet day-to-day reading needs. EASL 264 is an intensive reading course, which emphasizes specific reading skills such as predicting, scanning, skimming, surveying, guessing meaning from context, notetaking and critiquing. Students will use ideas from the readings to generate ideas for the writing assignments in the corequisite EASL 274.

Prerequisite: EASL 165 or 164 or Instructor permission

Corequisite: EASL 274

Lecture/Practice: 4

Offered: Fall, Winter

EASL 265 Upper Intermediate Reading for Students of English as a Second Language (3 credits)

This course is the second in a 4-level series. The series is designed to lead up to college reading standards, to improve work opportunities, and to meet day-to-day reading needs. EASL 265 is an intensive reading course. It is designed for the student who reads non-academic materials in English without feeling a need for translation, but reads slowly and uncritically. This course emphasizes specific reading skills such as predicting, scanning, skimming, surveying, guessing meaning from context, notetaking and critiquing. Additional lab time may be assigned for intensive skill-building.

Prerequisites: EASL 165 or 164 or Instructor permission

Lecture/Practice: 4

Offered: Fall, Winter and Summer

EASL 274 Composition for Upper Intermediate Students of English as a Second Language (Combined Section) (3 credits)

This course, with its corequisite EASL 264, is the second in a series of combined reading and writing courses for students who wish to upgrade their writing and reading in order to continue their education or improve employment opportunities. It is designed for students who have some composition experience and intermediate listening and speaking skills. This course will mainly provide practice in writing different types of expository paragraphs and short compositions. Students will use ideas from the reading in EASL 264 to generate ideas into increasingly longer compositions and practice organizing, editing and revising. Exercises will help students clarify and elaborate supporting points, use grammar, sentence structure and vocabulary accurately, and proofread for errors.

Prerequisite: EASL 175 or 174 or Instructor permission

Corequisite: EASL 264

Lecture/Practice: 4

Offered: Fall and Winter

EASL 275 Composition for Upper Intermediate Students of English as a Second Language (3 credits)

This course is the second level in a four-level series for students who wish to upgrade their writing in order to continue their education or improve employment opportunities. It is designed for students who have some composi-

tion experience and reasonable listening and speaking skills. This course will mainly provide practice in writing different types of expository paragraphs and short compositions. Students will generate and organize ideas into increasingly longer compositions and practice editing and revising. Exercises will help students clarify and elaborate supporting points, use grammar, sentence structure and vocabulary accurately, and proofread for errors.

Prerequisite: EASL 174 or 175 or Instructor permission

Lecture/Practice: 4

Offered: Fall, Winter and Summer

EASL 285 Basic Pronunciation Skills for Students of English as a Second Language (3 credits)

This is a basic pronunciation course for students with limited listening and speaking skills. Students will be introduced to the sound system of English and to phonetic symbols. Activities will focus on listening for sound distinctions and identifying the major stress and intonation patterns. Students will identify and work on their own pronunciation problems and develop some strategies for monitoring improvement. It is recommended that students take a conversation course at the same time.

Prerequisite: EASL 145, 155 and 165, or 144, 154 and 164 or Instructor permission.

Lecture/Practice: 4

EASL 335 General English for Students of English as a Second Language, Level 3 (3 credits)

This course is designed for students wishing to upgrade their language skills for purposes of: 1) participating in day-to-day personal and social situations; 2) improving their employment opportunities; 3) preparing for further education or training. Students will practise strategies for listening, speaking, reading and writing to meet their personal, social, employment and educational needs. Course activities will include listening and speaking in a variety of communicative situations. Students will also complete both functional and skill-based reading and writing exercises. This course is offered at four levels.

Prerequisite: EASL 235 or Instructor Permission

Lecture/Practice: 4

EASL 344 Advanced Listening for Students of English as a Second Language (Combined Course) (3 credits)

This course, with its corequisite EASL 354, is the third in a series of combined listening and speaking courses. This course is for students who wish to upgrade their listening skills in order to continue their education or improve their employment opportunities. This course is most appropriate for people who are intending to take college or university courses. Through listening to materials from a variety of sources on many subjects, students will improve their ability to understand and respond appropriately in increasingly complex or problem situations. Students will also improve their listening skills for academic study by following formal discussions, taking simple notes, and organizing and using these notes to complete simple academic assignments. Through these activities, students will continue to

develop language skills.

Prerequisite: EASL 245 or 244 or Instructor permission

Corequisite: EASL 354

Lecture/Practice: 4

Offered: Fall and Winter

EASL 345 Advanced Listening for Students of English as a Second Language (3 credits)

This is the third level of a series designed for students who wish to upgrade their listening skills in order to continue their education or improve their employment opportunities. This course is most appropriate for people who are intending to take college or university courses. Through listening to materials from a variety of sources on many subjects, students will improve their ability to understand and respond appropriately in increasingly complex or problem situations. Students will also improve their listening skills for academic study by following formal discussions, taking good notes, and organizing and using these notes to complete simple academic assignments. Through these activities, students will also continue to develop language skills.

Prerequisites: EASL 245 or 244 or Instructor permission

Lecture/Practice: 4

Offered: Fall, Winter and Summer

EASL 354 Advanced Conversation and Discussion of Students of English as a Second Language (3 credits)

This course, with its corequisite EASL 344, is the third in a series of combined listening and speaking courses. This course is for students wishing to upgrade their conversational and speaking skills in order to continue their education or improve their employment opportunities. Students will improve their ability to communicate in a variety of increasingly complex settings, especially in problem situations. They will also develop formal group discussion and leadership skills, and prepare and make formal presentations. Through these activities, students will continue to develop language skills and improve fluency.

Prerequisite: EASL 255 or 254 or Instructor permission

Corequisite: EASL 344

Lecture/Practice: 4

Offered: Fall, Winter and Summer

EASL 355 Advanced Conversation and Discussion for Students of English as a Second Language (3 credits)

This is the third level of a series designed for students who wish to upgrade their conversational and speaking skills in order to continue their education or improve their employment opportunities. This course is most appropriate for people intending to study further. Students will improve their ability to communicate in a variety of increasingly complex settings, especially in problem situations. They will also develop formal group discussion and leadership skills, and prepare and make formal presentations. Through these activities, students will continue to develop language skills, and improve fluency through pronunciation practice.

Prerequisite: EASL 255 or 254 or Instructor permission

Lecture/Practice: 4

Offered: Fall, Winter and Summer

EASL 364 Advanced Reading Skills for Students of English as a Second Language (Combined Course) (3 credits)

This course, with its corequisite EASL 374, is the third in a series of combined reading and writing courses for students who wish to upgrade their reading in order to continue their education or improve their day-to-day reading needs. EASL 364 is an extensive reading course for the advanced student who needs guided practice in developing skills and behaviors appropriate for academic reading. This course emphasizes reading longer passages at a reasonable rate, and taking notes that would be useful for study purposes. There are extensive reading and library assignments which are used to generate ideas and support ideas in short essays written in the corequisite EASL 374.

Prerequisite: EASL 265 or 264 or Instructor permission

Lecture/Practice: 4

Offered: Fall and Winter

EASL 365 Advanced Reading Skills for Students of English as a Second Language (3 credits)

This course is the third in a four-level series. It is only suitable for advanced students. The series is designed to lead up to college reading standards, to improve work opportunities, and to meet day-to-day reading needs. EASL 365 is an extensive reading course. It is designed for the student who has been taught good reading skills, but who needs guided practice in developing these skills and consolidating good reading habits. This course emphasizes reading longer passages at a reasonable rate, and taking notes that would be useful for study purposes. There are extensive reading and library assignments.

Prerequisite: EASL 265 or 264 or Instructor permission

Lecture/Practice: 4

Offered: Fall, Winter and Summer

EASL 370 Practical Writing for Advanced Students of English as a Second Language (3 credits)

This is a general purpose writing course for students with some experience in writing English. It is designed for students who wish to upgrade their overall writing skills for personal, work-related or academic purposes. Students will write personal letters, notices, reports for school and work, resumes, and routine business correspondence. Students will also practice proofreading for major errors in sentence structure, grammar, and vocabulary.

Prerequisite: EASL 275 or Instructor Permission

Lecture/Practice: 4

Not offered 1995/96

EASL 374 Paragraph and Essay Composition for Students of English as a Second Language (combined course) (3 credits)

The course, with its corequisite EASL 374, is the third in a series of combined reading and writing courses for students who wish to upgrade their writing and reading in

order to continue their education or improve employment opportunities. It is designed for students who have experience writing expository paragraphs, reasonable control of grammar and sentence structure, and good listening and speaking skills. This course emphasizes writing for a variety of academic purposes; in addition to improving composing, editing, revising and proofreading skills, students will develop short, five-paragraph essays. In this context, students will be introduced to simple research skills, such as finding, using, and footnoting source material in the corequisite EASL 364.

Prerequisite: EASL 275 or 274 or Instructor permission.

Corequisite: EASL 364

Lecture/Practice: 4

Offered: Fall and Winter

EASL 375 Paragraph and Essay Composition for Students of English as a Second Language (3 credits)

This course is the third level in a four-level series for students who wish to upgrade their writing in order to continue their education or improve employment opportunities. It is designed for students who have experience writing expository paragraphs, reasonable control of grammar and sentence structure, and good listening and speaking skills. This course emphasizes writing for a variety of academic purposes; in addition to improving composing, editing, revising and proofreading skills, students will develop short, five-paragraph essays. In this context, students will be introduced to simple research skills, such as finding, using, and footnoting source material.

Prerequisite: EASL 275 or 274 or Instructor permission

Lecture/Practice: 4

Offered: Fall, Winter and Summer

EASL 385 Advanced Pronunciation Skills for Students of English as a Second Language (3 credits)

This is an advanced pronunciation course for students with good listening and speaking skills. Students taking this course should have no major pronunciation problems. The course will provide a review of the sound system and major stress and intonation patterns introduced in EASL 285, as well as exercises in understanding English spoken in a variety of ways. It is recommended that students take a conversation course concurrently.

Prerequisite: EASL 285 with 245 and EASL 255 or EASL 244 and EASL 254 or Instructor permission

Lecture/Practice: 4

EASL 435 General English for Students of English as a Second Language Level 3 (3 credits)

This course is designed for students wishing to upgrade their language skills for purposes of: 1) participating in day-to-day personal and social situation; 2) improving their employment opportunities; 3) preparing for further education or training. Students will practise strategies for listening, speaking, reading and writing to meet their personal, social, employment and /or educational needs. Course activities will include listening and speaking in a variety of

communicative situations. Students will also complete both functional and skill-based reading and writing exercises.

This course is offered at 4 levels.

Prerequisite: EASL 335 or Instructor permission

Lecture/Practice: 4

EASL 445 College Preparatory Listening and Notetaking for Students of English as a Second Language (3 credits)

This course, the final level of a series, is for ESL students who wish to refine their academic listening and notetaking skills. Students will improve their ability to understand longer lectures and other presentations, discussions and interviews, particularly those in which the participants are presenting or discussing views on unfamiliar subjects or controversial issues. Activities will focus on developing students' critical listening skill and on developing more efficient notetaking skills. Students will practice using notes to complete a variety of assignments typical of first-year university level coursework.

Prerequisite: EASL 345 or 344 or Instructor permission

Lecture/Practice: 4

Offered: Fall, Winter and Summer

EASL 455 College Preparatory Discussion and Participation Skills for Students of English as a Second Language (3 credits)

This course, the final level of a series, is for students who wish to refine their skills at reading, as well as participating in formal and informal discussions in a variety of settings. Students will practice using interactional strategies appropriate in native-English discussion situations. Students will also improve their ability to research, organize and make presentations, lead follow-up discussions and evaluate their own, as well as others', performance. Finally, they will participate in debates, learning how to state and defend their positions on controversial issues. Students completing this level should be ready to participate in first-year university level coursework.

Prerequisites: EASL 355 or EASL 354 or Instructor permission

Lecture/Practice: 4

Offered: Fall, Winter and Summer

EASL 465 College Preparatory Reading Skills for Students of English as a Second Language (3 credits)

This course is the final level in a series. It is intended for advanced ESL students who wish to improve their reading skills to the level necessary for success and ease in post-secondary education or demanding occupational reading. This course is suitable for students who can already tackle newspapers, magazines, and some texts but do not read quickly or efficiently.

Using academic and occupational material, students will practice the following reading skills: passage development prediction; surveying, skimming and scanning; vocabulary development; finding main ideas and supporting ideas. Critical reading and rapid reading skills will be maximized.

Prerequisite: EASL 365 or 364 or Instructor Permission

Lecture/Practice: 4

Offered: Fall, Winter and Summer

EASL 475 Essay Composition and Research Papers for Students of English as a Second Language (3 credits)

This course completes a four-level series for students who wish to upgrade their writing in order to continue their education or improve their employment opportunities. It is designed for students who have extensive experience writing paragraphs and short essays for a variety of purposes, good control of grammar and sentence structure, and very good listening and speaking skills. This course emphasizes writing with a sophistication of content and style, and a level of conciseness and accuracy expected of first-year university students. In addition to improving overall expository writing and editing skills, students will plan and develop research papers. Exercises will help students acquire research skills by providing practice in choosing topics, finding relevant source material, integrating material from several sources and documenting source material.

Prerequisite: EASL 345, 355, 365, 375 or 344, 354, 364, 374 and 376 or Instructor permission

Lecture/Practice: 4

Offered: Fall, Winter and Summer

EASL 490 ESL for Psychology 100 Students (3 credits)

This course is an adjunct course for ESL students enrolled in Psychology 100. Students will develop language and study skills to support their Psychology 100 coursework. Activities will help students develop the listening and speaking skills they need to participate effectively in class lab and project activities, and the reading and writing skills required to complete course assignments satisfactorily and perform well on tests. Students' overall academic language proficiency should improve as well.

Prerequisite: EASL 345, 355, 365, 375 or 344, 354, 364, 374 and 376 or Instructor permission

Corequisite: PSYC 100

Not Offered: 1995/96

EASL 495 EASL for Economics 101 Students (3 credits)

This course is an adjunct course for EASL students enrolled in Economics 101. Students will develop language and study skills to support their Economics 101 coursework. Activities will develop the listening and speaking skills students need to participate effectively in and out of class. They will also develop the reading and writing skills required to complete course assignments satisfactorily and perform well on tests. Students' overall academic language proficiency should improve as well.

Prerequisites: EASL 345, 355, 365, 375 or 344, 354, 364, 374 or Instructor permission

Corequisite: ECON 101

Offered: Winter

EASL 496 EASL for English 130 Students (3 credits)

This course is an adjunct course for EASL students enrolled in ENGL 130. Students will develop language and study skills and support their ENGL 130 coursework. Activities will help students develop the reading and writing skills for composing academic argument-based essays. Students' overall academic language proficiency should improve as well. Students must enrol in the English 130 sections which are designated for the adjunct.

Prerequisite: EASL 465 or 495 or 490, and 475 or Instructor permission

Corequisite: ENGL 130

Lecture/Practice: 4

Offered: Fall, Winter, Summer

EASL 497 EASL for Music History 220 and 221 Students (1.5 credits)

This course is an adjunct course for EASL students enrolled in Music History 220 and 221. Students will develop language and study skills to support their Music History coursework. Activities will develop the listening and speaking skills students need to participate effectively in and out of class. They will also develop the reading and writing skills required to complete course assignments satisfactorily and perform well on tests. Students' overall academic language proficiency should improve as well.

Prerequisite: EASL 345, 355, 365, 375 or 344, 354, 364, 374 or Instructor permission

Corequisite: MUS 220 or 221

Lecture/Practice: 2

Not offered: 1995/96

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English

Writing Assessment Requirement

Before enrolling in a writing intensive course within the English and Communications Department, students must take the Douglas College Writing Assessment or provide a substitute or equivalent assessment. Such courses include

- ◆ creative writing
- ◆ writing skills
- ◆ workplace and practical writing
- ◆ academic writing
- ◆ literature

The Douglas College Writing Assessment is offered regularly through the Assessment Centre. The test results do not determine eligibility to enter Douglas College, but are used to direct students to courses that are best suited to their current level of writing competence.

Beginning in the Fall, 1996, students will be required to achieve a minimum Writing Assessment designation of "Writing Skills Review Courses" (or equivalent) in order to enrol in any course in the English and Communications Department.

Further information about the Douglas College Writing Assessment or the Language Proficiency Index may be obtained from the Assessment Centre.

Substitutions and Equivalent Assessments

Any one of the following equivalents may be substituted for the Douglas College Writing Assessment:

- ◆ a grade of B or better in English 12 within the last four years
- ◆ a score from the Language Proficiency Index (LPI) within the last four years
- ◆ a transcript showing enrollment in a college-level writing or literature course within the last four years.
- ◆ mastery of EASL 475 within the last four years
- ◆ a grade of C- or better in DVST 450 within the last four years

Students relying on a substitute or equivalent assessment must submit the appropriate documentation with their application.

LPI Scores and Writing Assessment Equivalencies:

LPI Score	Writing Assessment Designation
5 or 6	All courses
4	College Writing Courses
3	Writing Skills Review Courses
1 or 2	Developmental Writing Courses (DVST and EASL)

Note: transcripts mailed to the Registrar's Office become part of a student's application and ARE NOT available to the student or the English and Communications Department.

Transfer Information

Transfer information for UBC and SFU or any other institution may be obtained either from the appropriate institution's transfer guide or from Douglas College academic advisors.

Literature Courses

The study of literature at Douglas College provides necessary elements in the intellectual development of students. A wide range of literary materials assists students to make their personal experience meaningful and develop the capacity for an imaginative understanding of the experience of others. Literary material presented, such as stories, images, and metaphors, allows students to develop the capacity for reading, thinking, and writing.

First year literature courses (100-level) are designed primarily to provide the skills and information necessary to read literary works independently, with understanding and enjoyment.

(For other writing courses see Communications, Creative Writing, English as a Second Language, DVST, Reading and Study Skills and Print Futures.)

Second year literature courses (300-level), while still emphasizing analysis of the works and advanced reading skills, present the circumstances in which literary works are written and read. Historical, cultural, biographical, and specific literary circumstances may be studied.

Composition Skills Required for Literature Classes:

Students enrolling in college literature classes at any level are expected to demonstrate mastery of basic writing skills: paragraph construction, sentence construction, grammar, punctuation, spelling. While instruction in advanced writing skills is provided, the student is responsible for correcting deficiencies in basic skills.

Writing Competency Requirement:

A student must achieve a grade of C- or better upon first submission of at least one required essay in order to achieve a grade of better than P in any university-transfer English course.

Writing Skills

ENGL 124 Writing Skills (3 credits)

This course will refresh the student's ability to write paragraphs and short, explanatory essays in preparation for more advanced English courses. It will include exercises on structure and mechanics, and instruction in the principles of composition.

Prerequisite: None

Lecture: 2; Tutorial/Workshop: 2

Offered: Fall, Winter and Summer

Academic Writing

ENGL 130 Academic Writing (3 credits)

This course introduces students to the process of writing academic argument essays and includes writing strategies, assignments, and exercises which develop their abilities as writers. Students receive instruction in the general principles of composition and the specific development, organization, style and mechanics of the academic argument essay. Because so much of academic argument is based on reading, the course also includes instruction in reading and using source material in the development of the academic argument essay.

Prerequisite: See Writing Assessment Information

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall, Winter and Summer

First Year Literature

ENGL 101 Canadian Literature (3 credits)

This course will focus principally on the selected works of modern Canadian authors who have made significant

contributions to Canadian literature. It will include at least two of the three major genres: prose fiction, poetry, and drama.

Prerequisite: See Writing Assessment Information.

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall, Winter and Summer

ENGL 102 Major Themes in Literature (3 credits)

This course will examine at least one central theme in literature, such as crime and punishment, quest, paradise lost, and the individual and society. It will focus primarily on modern literature and will include works from at least two of the three major genres: prose fiction, poetry, and drama.

Prerequisite: See Writing Assessment Information.

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall, Winter and Summer

ENGL 106 Studies in Prose Fiction (3 credits)

This course will introduce students to the close reading of novels and short stories, principally from the modern period. Students will read at least three different kinds of prose fiction, such as realistic fiction, fantasy, science fiction, romance, and allegory.

Prerequisite: See Writing Assessment Information.

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall, Winter and Summer

ENGL 107 Classical and Biblical Background to Modern Literature (3 credits)

This course introduces students to selected classical and biblical literary texts and examines them in their own right and as sources for subsequent works of literature in the English and/or European tradition. This course does not view the Bible from a theological perspective.

Prerequisite: See Writing Assessment Information.

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall and Winter

ENGL 109 Studies in Fiction, Poetry, and Drama (3 credits)

This course will introduce students to the close reading of prose fiction, lyric poetry, and drama, principally from the modern period. It will examine the similarities and differences between prose fiction, poetry and drama.

Prerequisite: See Writing Assessment Information

*For transfer credit please refer to page 203.

Offered: Fall and Winter

ENGL 112 An Introduction to Children's Literature (3 credits)

The course will introduce students to the traditional sources of children's literature: fable, folk tale and myth. In addition, it examines a number of standard fairy tales written both for children and for adults, and it studies a

number of significant works of prose fiction and poetry specifically intended for children.

Prerequisite: See Writing Assessment Information.

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall and Winter

ENGL 114 Studies in Poetry (3 credits)

This course focuses on the close reading of lyric poetry, principally from the modern period. Poems by many different poets will be studied, as will multiple works by selected poets.

Prerequisite: See Writing Assessment Information.

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall, Winter and Summer

ENGL 151 Studies in Drama (3 credits)

This course introduces students to the close reading of dramatic works, a significant portion of which will be from the twentieth century. It will cover such genres as tragedy, comedy, the problem play, and absurdist drama. Additionally, it will examine some elements of stagecraft.

Prerequisite: See Writing Assessment Information.

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall and Winter

Second Year Literature

For admission to second-year courses in English literature, students are required to have a grade-point average of 1.67 in any two courses from list A, or one from list A and one from list B.

LIST A

ENGL 101, 102, 106, 107

109, 112, 114, 151

LIST B

ENGL 130

CRWR 101, 102, 103

Course selection advice

Students intending to enroll in ENGL 314, ENGL 316, or ENGL 317 should enroll in ENGL 114 or ENGL 109 in order to be prepared for the poetry reading requirements of these courses. Students intending to enroll in ENGL 315 should enroll in ENGL 151 or ENGL 109 in order to be prepared for the Drama reading requirement of this course. Students intending to enroll in ENGL 319 should enroll in ENGL 106 or ENGL 109 in order to be prepared for the Prose Fiction reading requirement of this course.

ENGL 310 World Literature: Great Works in Translation (3 credits)

This course is a study of major works of world literature grouped in a significant thematic, historic, or literary way.

Prerequisite: First year level English (as above)

Lecture: 4

*For transfer credit please refer to page 203.

Not offered: 1995/96

ENGL 313 Studies in Major Writers (3 credits)

This course is a study of a significant body of literature by two major writers who are related in significant ways, such as stylistically, historically or thematically.

Prerequisite: First Year level English (as above)

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall and Summer

ENGL 314 Major Poets (3 credits)

This course is a study of representative works of poetry by two or three major poets writing in English, from at least two different periods.

Prerequisite: First year level English (as above)

Lecture: 4

*For transfer credit please refer to page 203.

Not offered:1995/96

ENGL 315 The Comic Vision (3 credits)

This course is a study of representative works in the comic tradition. It will include works of drama and at least one other major genre.

Prerequisite: First year level English (as above)

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall and Winter

ENGL 316 Studies in British Literature: 14th to 18th Centuries (3 credits)

This course is a study of major representative works beginning with the Middle Ages and ending with the Age of Pope. The major portion of works studied will be poetry.

Prerequisite: First year level English (as above)

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall and Winter

ENGL 317 Studies in British Literature:18th to 20th Centuries (3 credits)

This course is a study of major representative works, beginning with the Age of Samuel Johnson, ending in the Modern Period, and focusing primarily on the 19th century. A substantial portion of the works studied will be poetry.

Prerequisite: First year level English (as above)

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall, Winter and Summer

ENGL 319 The History of the British Novel (3 credits)

This course traces the history of the British novel from the 18th century to the 20th century, focusing primarily on the 19th century.

Prerequisite: First year level English (as above)

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall and Winter

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Financial Services Studies

FINC 100 Relationship Banking II (3 credits)

The course covers the communication process and techniques for interface with clients and co-workers including a very important practical dimension. Most of the applications will be tailored to the reality of the financial services industry.

Prerequisite: ENGL 12 with a C+ grade or better

Lecture: 2; Seminar 2

*For transfer credit please refer to page 203.

Offered: Fall & Winter

FINC 200 Relationship Banking II (3 credits)

As a follow-up to FINC 100, this course completes an introduction to the communication process as applied to relationship banking. From both theoretical and practical standpoints, it addresses the internal and non-verbal aspects of communication, including kinesics and proxemics and covers specific skill sets such as negotiating skills to be used when interacting with customers.

Prerequisites: FINC 100

Lecture: 2; Seminar 2

*For transfer credit please refer to page 203.

Offered: Fall & Winter

FINC 210 Financial Products & Services (3 credits)

This course provides an introduction to the wide range of common retail financial products and services offered by Canada's financial institutions. After a brief discussion of the evolution of money and the Canadian monetary system, the course covers a detailed review of those primary and supplemental deposit, credit, and special products and services available to individuals and businesses through the financial institutions, supported by an integrative model approach for each.

Prerequisites: BUSN 330

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall & Winter

FINC 300 Introduction to Personal Finance (3 credits)

The course provides an introduction to the basic concepts, analytical techniques, procedures and practices common to the field of personal finance. Topics covered include the broad range of non-financial and financial factors affecting Planning Unit Lifestyle, their analysis and interpretation, as well as an introduction to macro and micro financial planning.

Prerequisites: FINC 210 & ACCT 210

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Fall & Winter

FINC 310 Banking Systems and Practices (3 credits)

This course will cover the organizational, managerial and

technological systems used by the banks in the business of meeting clients' financial needs.

Prerequisites: FINC 100

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Fall & Winter

FINC 320 Intro to Canadian Financial System (3 credits)

Introduction to Canadian Financial System examines Canada's financial system from a managerial point of view at an introductory level. It explains the organization and the performance of the Canadian financial system by using a theory of the economics of financial transactions and of intermediation. It describes the way Canada's financial system works in reality and it explains how the major forces shaping the financial service industry are actually manifest.

Prerequisites: ECON 101

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Fall & Winter

FINC 340 Fundamentals of Financial Management (3 credits)

This course provides an introduction to the general theoretical and practical aspects of financial management as they apply to the profit-oriented business organization. Topics addressed include: a general introduction to finance, the financial environment, security valuation, cost of capital, valuing risky financial assets, capital budgeting, internal and external financing, working capital management, capital structure, interest and exchange rate analysis, corporate restructure, interest and exchange rate analysis, corporate restructuring and financial planning.

Prerequisites: BUSN 330 and ACCT 210 (CISY 110 highly recommended.)

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall & Winter

FINC 400 Introduction to Bank Financial Management (3 credits)

This course considers the various techniques of bank fund managements. Key topics include liquidity management, interest rate risk management, capital account management, credit risk management, cost management and bank profitability management. The techniques are introduced in each case as a basis for students to conduct simulation exercises using the Bankfim model to emulate real world conditions.

Prerequisites: ECON 101

Lecture: 3; Seminar: 1

*For transfer credit please refer to page 203.

Offered: Fall & Winter

FINC 410 Consumer Behaviour & Financial Needs (3 credits)

This course will cover the fundamentals of consumer behaviour that lead to market segmentation, the resulting consumption patterns and derived financial needs that are

the basis for the formulation of standard solution sets.

These standard solution sets will be the primary source of advice available to the contact professional to assist non-affluent clientele with their financial product and service decisions.

Prerequisites: FINC 200, FINC 300

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Fall & Winter

FINC 420 Integrative Seminar: Setting the Financial Scene (3 credits)

This seminar is designed to integrate all skills and knowledge previously acquired throughout the FSS Program; no new material will be taught. The scope of the seminar reflects the kind of customer relation and work environment situations the student would encounter in a retail financial services environment. An advanced fourth generation computer program (Probe/Ovation) will be used in a network environment in order to simulate real bank scenarios for customer interface and product sales.

Prerequisites: BUSN 330 & ACCT 210 & ECON 101 and FINC 200 & FINC 300. CISY 110 highly recommended.

Lecture: ;Seminar

*For transfer credit please refer to page 203.

Offered: Fall & Winter

Geography

Geographic inquiry is rich, profound and humanizing because it entails an understanding of physical as well as cultural processes as they are revealed in interaction in the landscape. Students who engage in physical and human geographic study will achieve the sense of balance that characterizes modern geographic thought. Geography offers an almost unique opportunity for the synthesis and integration of the fund of human knowledge.

GEOG 100 Introduction to Human Geography (3 credits)

This course is an introduction to the major traditions, themes, and theories of human geography. Special emphasis is placed on the concepts, methods, and data used by human geographers. It includes comparative and historical analyses of cultural landscapes, studies of the origin and diffusion of cultural phenomena, and an introduction to the cultural ecology/ecosystematic perspective.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall, Winter, sometimes Summer

GEOG 110 Weather and Climate (3 credits)

This course introduces the study and techniques of meteorology and climatology. Weather elements, atmospheric circulation, weather patterns, climatic classification and climate change comprise major segments of the curriculum. This course is complementary to GEOG 120.

Prerequisite: None

Lecture: 2; Lab: 2

*For transfer credit please refer to page 203.

Offered: Fall, Winter, sometimes Summer

GEOG 120 Introduction to Earth Sciences (3 credits)

An introductory course focusing on the origin of the Earth's land surface, and its modification by surface processes.

Topics include: minerals and rocks, geologic time, weathering and soils, and the processes creating landforms of river, groundwater, glacial, periglacial, coastal and desert systems. Human impacts on the land surface are also discussed.

Prerequisite: None

Lecture: 2; Lab: 2

*For transfer credit please refer to page 203.

Offered: Fall, Winter, sometimes Summer

GEOG 130 Human Impact on the Environment (3 credits)

This course is an introduction to the tradition in Geography that studies the relationships between human groups and the physical environment. The central focus of the course is on human beings as agents of environmental change and consumers of world resources.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall or Winter

GEOG 160 The Geography of British Columbia (3 credits)

An introduction to the regional geography of B.C. This course will include a general study of the physical environment and the historical/settlement background, but will concentrate on problems relevant to sections of the Pacific Coast area such as economic development and resource conservation, urbanization and life in remote rural areas. The course will include an examination of the role of the West in Canada's future development.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall, Winter, sometimes Summer

GEOG 170 Introductory Cartography (3 credits)

This course introduces a range of topics in the field of cartography - the art, science and technology of map making. Topics include: map projections, elementary field surveying, interpretation of aerial photography and satellite imagery, cartographic methods and design, thematic mapping, and an introduction to computer mapping and Geographic Information Systems (GIS). The course is designed for geography students but will interest any students who value working with maps or who plan to work in any environmental field.

Prerequisite: None

Lecture: 2; Lab: 3

*For transfer credit please refer to page 203.

Offered: Fall

GEOG 180 The Geography of Canada (3 credits)

An introduction to the geography of Canada. Using the concepts and methods of regional geography, the course examines Canada as both a world region and as a nation made up of a set of distinct regions.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall, Winter (sometimes summer)

GEOG 190 Selected Regions (3 credits)

This course is an introduction to the geography of a selected region of the world, using the concepts and methods of regional geography. It will include a general study of the physical environment and the historical/settlement background but will concentrate on topics and problems relevant to the area. The region will be chosen on the basis of topical interest and faculty expertise.

Prerequisite: None

Offered: TBA

GEOG 210 Climatology (3 credits)

A study of physical and dynamic climatologic processes and principles. Atmospheric energy, moisture and momentum constitute the framework in which observed elements such as temperature, humidity and wind are employed to exemplify climatologic principles.

Prerequisite: GEOG 110

Lecture: 4

Offered: Fall 1996 and once every 1.5 years.

GEOG 212 Economic Geography (3 credits)

This course is an introduction to the theories, concepts, methods and data used by geographers to analyze the location of economic activities, the spatial organization of economic systems and human use of the earth's resources. Topics studied include agriculture, manufacturing, transportation and retailing, urban structure, spatial diffusion, and economic development.

Prerequisite: GEOG 100

Lecture: 4

Offered: Once per year.

GEOG 213 Social Geography (3 credits)

This course is an introduction to social geography. It involves the study, analysis and explanation of those spatial patterns which characterize the ways in which social groups utilize the surface of the earth. Topics such as urbanization, the geography of poverty, aging, gender, crime and racism will be studied.

Prerequisite: GEOG 100

Lecture: 4

Offered: Once per year.

GEOG 220 Geomorphology (3 credits)

The focus of this course is on the nature and origin of the Earth's land surface. Earth materials, landform types and landform distributions are examined in terms of processes, physical laws, and theories which may account for their development.

Prerequisite: GEOG 120

Lecture: 4

Offered: Fall 1995 and once every 1.5 years

GEOG 230 Biogeography (3 credits)

Biogeography examines the distribution of plants and animals and the causes of these patterns. This course focusses on the physical and biological factors that control plant community distribution and development from a geographical perspective, including geological, climatic, historical and anthropogenic controls.

Prerequisite: GEOG 110 (GEOG 120 recommended but not required)

Lecture: 2; Lab: 2

*For transfer credit please refer to page ...

Offered: Spring 1996 and once every 1.5 years

GEOG 321 Introduction to Hydrology (3 credits)

This course involves the study of the hydrologic cycle, its dynamics and component parts, with emphasis on the terrestrial phase. Field and lab work will involve measurement techniques and the analysis of hydrologic data.

Emphasis will also be placed on a description of Canada's water resources and their management.

Prerequisite: GEOG 120, GEOG 110

Lecture: 4

*For transfer credit please refer to page 203.

Offered: TBA

..... **Geology**

Geology is the study of the composition, origin, and development of planet Earth. The origins and evolution of rocks and minerals, oceans, atmosphere and life, and their interactions are considered. Beginning students will enrol in GEOL 120, Introduction to Earth Sciences, a core course intended to introduce students to geology. Students have the option of considering this course terminal (3 science credits in Geography at SFU or 3 Geology credits at UBC). The following would be the most appropriate program for those students intending to major in geology.

SEMESTER I

PHYS 107 or 110

CHEM 110

MATH 120

GEOG/GEOG 120 or SCIE 107

*ENGL

SEMESTER III

GEOG 300

GEOG 321

CHEM 310

BIOL 110

SEMESTER II

PHYS 207 or 210

CHEM 210

MATH 220

GEOG 210 or 121

*ENGL

SEMESTER IV

GEOG 410

GEOG 421

CMPT 110

CHEM 410

BIOL 210

*During the year, any two of: English 130 (or 200) and 101, 102, 106, 109, 114, 151 must be included. Students intending to enrol in the Earth and Space Science major in the Faculty of Education at UBC require GEOL/GEOG 120, GEOL 210.

GEOL 120 Introduction to Earth Sciences (3 credits)

An introductory course focusing on physical geography and geology. Topics include the origins and development of the Earth's landscape by such processes as weathering, mass wasting, running water, glaciers, wind and waves; as well as soils and geological phenomena, such as rocks and minerals; the interior of the Earth; and the geologic time scale.

This course is complementary to GEOG 110 or GEOL121.

Prerequisite: None

Lecture: 2 Laboratory: 2

*For transfer credit please refer to page 203.

Offered: Fall and Winter

Note: This course may also be offered off campus by distance education (DISC). Lecture material will be broadcast on the Knowledge Network, through the television series "Earth Revealed", and provided on videotape to each student. The laboratory component will focus on rocks, minerals and topographic maps which will be packaged and made available to students in their homes.

GEOL 121 History of the Earth (3 credits)

This course is concerned with topical and interesting events which have occurred throughout the development of the earth. Topics include: the origin of the earth, origin and development of life, mass extinction, extinction of the Dinosaurs and ancient climates. Techniques used to date events of the past and reconstruct ancient environments will be discussed. Field trips may be required.

Prerequisite: None

Lecture: 2; Laboratory: 2

* For transfer credit please refer to page 203.

Offered: Fall and Winter

GEOL 150 Introduction to Engineering Geology (3 credits)

In this course emphasis is placed on the origin and nature of earth materials and on geological phenomenon which affect engineering and construction projects. Topics such as rocks and minerals, soils, slope stability, permafrost, flood control and earthquake activity are discussed with special reference to local geological problems. Credit will not be given for both GEOL/GEOG 120 and GEOL 150.

Prerequisite: None

*For transfer credit please refer to page 203.

Offered: TBA

GEOL 200 Environmental Geology - Natural Hazards (4 credits)

This course considers the origin and geomorphological nature of a variety of natural hazards such as earthquake, volcanic eruptions, landslides, etc., and methods of prediction and mitigation. The geological aspects and the social

impact of several important environmental issues such as hazardous waste disposal will also be discussed. Participation in field trips will be required.

Prerequisites: GEOL 120 or 121 or SCI 107

Lecture: 2; Lab: 4

* For transfer credit please refer to page 203.

Offered: TBA

GEOL 210 Our Changing Earth (4 credits)

Our Changing Earth involves the study of the geological history of the Lower Mainland of British Columbia. Students will be expected to attend a number of field trips during the laboratory part of the course. Lectures will be concerned with the origin and structure of the Earth with particular emphasis being placed on plate tectonics (continental drift)

Prerequisite: GEOL/GEOG 120 or GEOL 121 or Instructor Permission

Lecture: 2; Field Experience: 4

*For transfer credit please refer to page 203.

Offered: TBA

GEOL 300 Introduction to Mineralogy (4 credits)

This course provides an introduction to the physical, chemical and optical properties of minerals. Crystals, their symmetry and classification will be discussed. The occurrence and classification of rock forming and economic minerals will be discussed.

Prerequisite: GEOG/GEOL 120 or GEOL 121 or permission of Instructor

Corequisite: CHEM 110 or permission of instructor

Lecture: 3; Laboratory: 3

*For transfer credit please refer to page 203.

Offered: TBA

GEOL 321 Introduction to Sedimentology (4 credits)

This course is a brief study of the various processes involved in the formation of sedimentary rocks and the characteristics imparted to formations by different depositional environments.

Prerequisite: GEOL/GEOG 120 or Instructor permission

Lecture: 3; Laboratory: 3

*For transfer credit please refer to page 203.

Offered: TBA

GEOL 410 The Solid Earth - A Close Up Look at Rocks (4 credits)

This course will investigate the fundamental character of igneous, sedimentary and metamorphic rocks, how they can be identified in the field and used to interpret conditions on the Earth in the past. Field trips may be required.

Prerequisite: GEOL 300 or Instructor Permission

Lecture: 3 Laboratory: 3

* For transfer credit please refer to page 203

Offered: TBA

GEOL 421 Introduction to Stratigraphy (4 credits)

This course is to familiarize the student with the principles and techniques of historical geology. The student should

be able to understand the underlying principles in the study of stratigraphic records, viz. chrono and lithostratigraphy and the concept of lithofacies and biofacies. The lab work involves study of stratigraphic maps, preparation and interpretation of structure contour maps, isopach maps, facies maps and principles of stratigraphic data processing. Students will be required to participate in field trips.

Prerequisite: GEOL/GEOG 120 or Instructor permission

Lecture: 3; Laboratory: 3

*For transfer credit please refer to page 203.

Offered: TBA

SCIE 107 Introduction to Environmental Science (5 credits)

Within the framework of marine, freshwater and terrestrial ecosystems, this course considers the characteristics of the natural environment and in particular the potential for environmental destruction. Questions such as the disposal of toxic wastes, natural hazards (landslides, volcanic eruptions and earthquakes), resource exploitation and land use planning are discussed with special emphasis, through fieldwork, on the local or regional environment. The course is specifically designed for students with little or no background in science.

Prerequisite: None

Lecture: 4; Laboratory: 1.5; Field Experience: 1.5

*For transfer credit please refer to page 203.

Offered: TBA

Health Information Services Program

HISP 100 Health Record Systems I (4.5 credits)

This first course in health record practice provides students with the fundamental knowledge of health record systems in hospitals and other health facilities. After an orientation to the program and the profession, students study the basic principles, policies, procedures and legal aspects relating to health record departments and health records. Portions of the practice aspect may take place at an acute care facility.

Prerequisite: Keyboard skills - 35 wpm

Lecture: 4; Lecture/Practice: 2

Offered: Fall

HISP 101 Applied Medical Terminology (2.5 credits)

This course combines the theory of medical terminology with its application. Students learn the detailed language of medicine including prefixes, roots, suffixes, plurals, combining forms, abbreviations, and pronunciation with emphasis on analysis and word-building. Included are the basic rules of medical terminology as well as an independent study unit on operative and anesthetic terminology. The medical terminology theory is reinforced through its application in all HISP courses, particularly HISP 102/202 and HISP 107/207.

Prerequisite: Keyboard skills - 35 wpm and Biology 11

Lecture: 3

Offered: Fall

HISP 102 Applied Pathophysiology I (4.5 credits)

This course introduces students to the basic principles and concepts of pathophysiology. The most common disorders of each body system are studied in depth according to etiology, signs and symptoms, diagnosis and treatment. In addition, other conditions of significance to the health care system are presented. Included is an independent study unit on basic pharmacology. The course coordinates with the concurrent anatomy and physiology and coding courses. Lecture practice may take place at an acute care hospital.

Prerequisite: Biology 11

Lecture: 5; Lecture/Practice: 1

Offered: Fall

HISP 107 Coding And Data Collection I (2 credits)

This course is the first in a series of courses focusing on coding and data collection. Each course presents new coding theory and practice while continuing to reinforce and apply previously taught coding principles and procedures. There are increasing standards of accuracy and productivity as students progress from simple to complex patient records. In addition to coding, students will be introduced to various aspects of the Hospital Medical Records Institute (HMRI) system of data collection. Portions of the practice aspect of the course may take place at an acute care hospital.

Prerequisite: Biology 11

Lecture: 2; Lecture/Practice: 1

Offered: Fall

HISP 200 Health Record Systems II (2.5 credits)

This second course in health record systems continues to provide students with the fundamental principles, policies and procedures relating to health record departments and health records. Students are introduced to broader issues of professional practice, including medicolegal aspects of health documentation and the application of legislation in health care facilities. The Canadian and British Columbian court systems are studied. Information requirements for the Canadian Council on Health Services Accreditation and the Canadian health care delivery system are discussed.

Prerequisite: HISP 100

Lecture: 4

Offered: Winter

HISP 202 Applied Pathophysiology II (3.5 credits)

This course in applied pathophysiology continues the study of pathophysiology by body system. The most common disorders of each system are studied in depth according to etiology, signs and symptoms, diagnosis and treatment. In addition, other conditions of significance to the health care system are presented. The course coordinates with the concurrent anatomy and physiology and coding courses. Lecture/practice may take place at an acute care hospital.

Prerequisite: HISP 101, 102, BIOL 103

Lecture: 4; Lecture/Practice: 1

Offered: Winter

HISP 205 Introductory Practicum (2 credits)

This is a two-week practicum course in Semester 2 which provides the first year students with practice in the basic clerical/technical procedures performed in the typical hospital health record department. Occasionally, students will be permitted to attend a nontraditional practicum site or a practicum in the Admitting Department with approval of the program coordinator. Tasks generally include admission and discharge procedures; assembly, record filing, retrieval and control; incomplete record processing and control; release of information; and other related tasks. Students are assigned for specified periods of practice in health record departments of hospitals and other health care facilities throughout British Columbia.

Prerequisite: All Semester I courses

Practicum: 36 to 37.5 hours/week

Offered: Winter

HISP 207 Coding And Data Collection II (6 credits)

This course is the second in a series of courses focusing on coding and data collection. The course presents new coding theory and practice for specific body systems while continuing to reinforce and apply previously taught coding principles and procedures. There are increasing standards of accuracy and productivity as students progress from simple to complex patient records. Portions of the practice aspect of the course may take place at an acute care hospital.

Prerequisite: HISP 100, 101, 102, 107, BIOL 103

Lecture: 4; Lecture/Practice: 4

Offered: Winter

HISP 217 Coding Extramural (3 credits)

This is a 3-week extramural session that focuses on coding. Students will attend, in groups, an acute care health care facility under the supervision of a faculty member.

Prerequisite: All Semester I and II courses

Practicum: 36 hours/week

Offered: Summer

HISP 300 Health Record Administration (6 credits)

This course focuses on preparing health record administrators for changes in the health care system which will have an impact upon health information services. The course begins with an exploration of contemporary ethical, legal, and financial health issues and trends. Students will then examine the expanded role of the health record administrator from the traditional acute care hospital health record department to a variety of other employment contexts.

The course concludes with an assessment of how technological developments, particularly in relation to computerization, affect health record practice today and in the future.

Prerequisite: HISP 200

Lecture: 4; Seminar: 4

Offered: Fall

HISP 307 Coding and Data Collection And Retrieval III (3.5 credits)

This third course in the coding series focuses on enhancing coding accuracy and productivity at an advanced level for increasingly complex records. Coding of obstetric and newborn records will be emphasized and specific coding and data collection issues are studied in relation to each body system. Practice using computer abstracting software is provided. CIHI procedures for data submission and correction are reviewed. Students will learn to evaluate the accuracy and completeness of coding and abstracting. Portions of the practice aspect of the course may take place at an acute care hospital.

Prerequisite: HISP 202, 207

Lecture/Practice: 3; Laboratory: 3

Offered: Fall

HISP 317 Data Retrieval and Analysis I (3 credits)

This course provides students with the ability to retrieve, analyze and present data/information. Students are instructed on the use and content of the basic CIHI reports and on data presentation and graphing techniques. They will then practice retrieving and presenting the data using paper printouts and computer software in an accurate and appropriate manner. Students will also be expected to calculate health statistics using established formulas, understand data analysis methodology and use of health data.

Prerequisite: HISP 200, 202, 207

Lecture: 2; Lecture/Practice: 2

Offered: Fall

HISP 323 Quality Review Programs (3 credits)

This course provides the student with an introduction to, and appreciation of, quality management programs in health care facilities with detailed application of quality management principles and practices in the health record department. The concept of program design, implementation, and evaluation will be studied. The role of the health record practitioner in the provision of information for various programs will be emphasized through the development of specific quality management plans for a variety of clerical, technical and administrative tasks. These plans will focus around departmental mission, goals, objectives, policies and procedures, and examine standards of quality, quantity, timeliness and cost.

Prerequisite: HISP 200

Lecture: 2; Seminar: 3

Offered: Fall

HISP 407 Coding and Data Collection IV (2.5 credits)

This fourth and final course in the coding series continues to focus on enhancing coding accuracy and productivity at an advanced level for increasingly complex records. Specific coding and data collection issues are studied in relation to each body system. Students will continue to evaluate the accuracy and completeness of coding and data collection. Portions of the practice aspect of the course may take place at an acute care hospital.

Prerequisite: HISP 307

Lecture/Practice: 3; Laboratory: 3

Offered: Winter

HISP 412 Clinical/Financial Data Management (3 credits)

This course explores the expanding interaction between financial and clinical data by examining the various methods of costing health services. Emphasis is placed on classifying data to the correct case mix group as well as the interpretation of related reports including length of stay analysis and resource intensity weighting.

Prerequisite: HISP 300, 307, 317, 323

Lecture: 2; Lecture/Practice: 3

Offered: Winter

HISP 417 Data Retrieval and Analysis II (3 credits)

This course focuses on the role of the health record practitioner in managing health data for the purposes of utilization review, risk management and quality review. This course will continue to provide students with practice opportunities in retrieving, organizing, analyzing and presenting data/information.

Prerequisite: HISP 300, 307, 317

Lecture: 3

Offered: Winter

HISP 505 Health Record Practicum (9.5 credits)

This is a ten-week practicum course in which students perform all tasks generally expected of the entry-level health record practitioner. Students are assigned for specified periods of practice in health record departments of hospitals and other health care facilities throughout British Columbia. Students will attend a group coding practicum and usually two individual contrasting sites. During these ten weeks, the student will spend approximately five days at the College to prepare for practicum, and to share, compare and analyze experiences.

Prerequisite: All previous courses in program (or permission of Program Coordinator if course in progress).

Practicum: 36 to 37.5 hours/week

Offered: Summer

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Health Services

These courses are only for those students enrolled in the Resident Care Attendant programs.

HLSV 140 Communications Skills in Health Care (2 credits)

This course will emphasize effective communication and interpersonal relationships with patients /clients and with members of the health care team. It is designed for students enrolled in the Resident Care Attendant program.

Prerequisite: None

Lecture: 1; Laboratory: 1

Offered: Fall and Winter

HLSV 149 Communications Skills in Health Care for L.T.C.A. Access Students. (5 credits)

This course is designed to meet the needs of the Home Support Worker Access student. This three week course will emphasize effective communication and interpersonal relationships with patients/ residents and with members of the health care team.

Prerequisite: None

Lecture: 1; Laboratory: 1

Offered: Fall and Winter

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History

History occupies a focal point in the humanities and social sciences. It develops the skills of sifting and weighing evidence, recognizing bias and perspective, organizing material, thinking logically, and creating a synthesis. These are all skills necessary for almost any career. Writing essays or related assignments for each course gives the student ample opportunity to develop and refine these skills. All History courses require essays and/or other extensive written assignments. **Students should be aware that competence in written English is essential to success in History courses.**

The direct application of history to employment is generally limited to the professional historian, the history/social studies teacher, the historical researcher, and the archivist. However, the study of history provides a valuable foundation for many careers including business, law, law enforcement, journalism, library and museum work, the civil service, politics, and the clergy.

Students planning to major in history are advised to consult an academic advisor, or attend group advising sessions. Students should plan first and second year courses with university transfer requirements for majors in mind. Those planning to attend SFU as history majors in third year must have completed SIX Douglas College history courses including at least ONE World or European and ONE Canadian or American course. For UBC, FOUR Douglas College history courses including at least ONE world or European and ONE Canadian or American or ONE other course in another field are required for third year. For University of Victoria, those planning to enter the majors program in third year must have completed FOUR Douglas College history courses.

HIS 103 Main Currents in World History: The Early Twentieth Century (3 credits)

After a brief introduction to the methods of historical investigation, this course examines some of the main currents of world history in the first half of the twentieth century. While topics beyond Europe are not ignored, the course concentrates on affairs in Europe. Examples of major topics include the Great War, the Russian Revolution, Nazi Germany, and the Second World War in Europe.

Prerequisite: None

Lecture: 2; Tutorial: 2

*For transfer credit please refer to page 203.

Offered: Fall

HIST 104 Main Currents in World History: The Later Twentieth Century (3 credits)

After a review of the methods of historical investigation, this course examines some of the main currents in world history since 1945. While not ignoring affairs in Europe, the course concentrates on problems which are either world wide or rooted in an area outside Europe. Examples of major topics include the superpower rivalry during the Cold War and Detente and the evolution of regions of the Third World, e.g., the Middle East, Sub-Saharan Africa, South Asia, South-East Asia, and Latin America.

Prerequisite: None

Lecture: 2; Tutorial: 2

*For transfer credit please refer to page 203.

Offered: Winter and Summer

HIST 113 Canada Before Confederation (3 credits)

After a brief introduction to the methods of historical investigation, this course examines themes in the history of Canada before Confederation. Major topics include New France and British North America.

Prerequisite: None

Lecture: 2; Tutorial: 2

*For transfer credit please refer to page 203.

Offered: Fall

HIST 114 Canada Since Confederation (3 credits)

After a review of the methods of historical investigation, this course will examine themes in the history of Canada since Confederation.

Prerequisite: None

Lecture: 2; Tutorial: 2

*For transfer credit please refer to page 203.

Offered: Winter and Summer

HIST 201 European History: From the Renaissance to the Enlightenment (3 credits)

This course examines early modern European history from the Renaissance to the mid-eighteenth century. As well as political history, the course considers the broad economic and social foundations of Europe during this period and some of the resulting scientific, philosophical, and cultural achievements. Major topics include the Renaissance and Reformation, the seventeenth-century crisis of authority, and the eighteenth-century sources of dynamism.

Prerequisite: One 100-level History course

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Fall

HIST 202 European History: From the French Revolution to the Great War (3 credits)

This course covers European history from the French Revolution to the outbreak of World War I. As well as political history, the course examines broad economic and

social changes and some of the resulting scientific, philosophical and cultural achievements. Major topics include the French Revolution, the Industrial Revolution, a comparison of several aspects of an advanced and a backward society, and the attitudes and events which led to the First World War.

Prerequisite: One 100-level History course

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Winter

HIST 203 Europe in the Early Middle Ages (3 credits)

This course covers the history of Europe in the early Middle Ages (approx. 300 to 1100), from the late Roman Empire through the transition to Medieval Christendom. It first covers the character of the late Roman world and the issues surrounding its collapse followed by the establishment of new values, and the dominant role of the Church. It traces the creation of new forms of social organization, and the emergence of a consolidated European culture.

Prerequisite: One 100-level History course

Lecture: 2 Tutorial: 2

*For transfer credit please refer to page 203

Offered: Fall

HIST 204 Europe in the High Middle Ages (3 credits)

This course covers the history of Europe from approximately 1100 to 1500. It will include an examination of political and social structures, values and assumptions, as well as studying economic cultural and religious factors. Topics to be covered will include feudalism, the Crusades, Church and state, monasticism, and the position of women. There will be some study of the principal controversies and debates of historians regarding this period.

Prerequisite: One 100-level History course

Lecture: 2 Tutorial: 2

*For transfer credit please refer to page 203.

Offered: Winter

HIST 209 Western Canada (3 credits)

This course examines Western Canadian history from the fur trade era to the present. Major topics will include native history, the fur trade, settlement, provincial politics, labour, agricultural changes, urbanization, and modernization. The themes of race, class and community will be explored.

Prerequisite: One 100-level History course

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Fall

HIST 210 British Columbia (3 credits)

This course will examine topics in British Columbia history including native history, provincial politics, relations with the federal government, labour, urbanization and modernization. The themes of race, class and community will be explored.

Prerequisite: One 100-level History course

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 206.

Offered: Winter

HIST 240 The United States to 1877 (3 credits)

This course deals with the main themes of American History from the establishment of the colonies through the Civil War and Reconstruction. As well as political history, the course considers economic and social foundations of the United States and some of the cultural achievements of the new nation.

Prerequisite: One 100-level History course

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Fall

HIST 241 The United States Since 1877 (3 credits)

This course deals with main themes in American history from the Reconstruction to the present. As well as political history, this course considers economic, social and cultural developments in the United States.

Prerequisite: One 100-level History course

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Winter

HIST 250 Modern Chinese History: An Introduction (3 credits)

This course deals with modern Chinese history from the Opium Wars to the 1980s. After considering briefly Chinese geography, language, and cultural traditions, the course investigates the nineteenth-century disintegration of the traditional state and society and Chinese responses to foreign political, economic, and cultural incursions. An examination of several aspects of the People's Republic after 1949 reveals some of the tensions in the Chinese method(s) of modernization. The course also devotes some attention to modern Chinese art and literature and China's relations with Canada.

Prerequisite: One 100-level History course

Lecture: 2; Seminar 2

*For transfer credit please refer to page 203.

Offered: Fall

HIST 251 Modern Japanese History: An Introduction (3 credits)

This course deals with modern Japanese history from the end of the Tokugawa era to the 1980s. After considering briefly Japanese geography, language, and cultural traditions, the course concentrates on the late nineteenth-century transformation of the state and society, the military adventures of the early twentieth century, and the sources of the economic miracle after 1945. The course also devotes some attention to modern Japanese art and literature and Japan's changing relations with Canada.

Prerequisite: One 100-level History course

Lecture: 2; Seminar 2

*For transfer credit please refer to page 203.

Offered: Winter

HIST 260 Women in Canada 1600-1920 (3 credits)

This course examines Canadian women's lives, work and place in the historical record from 1600 to 1920. Biographies, journals, and letters will be used to explore how historians interpret women's past in Canada.

Prerequisite: One 100-level History course

Lecture: 2; Seminar 2

*For transfer credit please refer to page 203.

Not offered 1995/96

HIST 261 Women in Canada 1920 to the Present (3 credits)

This course examines major issues in Canadian women's history from 1920 to the present. Topics for discussion include the female life cycle, domestic life, work outside the home, public life and women's writings.

Prerequisite: One 100-level History course

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Not offered 1995/96

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Home Support Attendant Training

For more information, contact the Program Coordinator (527-5124).

These courses are only for those students enrolled in the Home Support Attendant program. This part-time program is one day per week 0800-1600, plus some Saturdays.

HSAP 100 Concepts for Practice (1 credit)

This course provides the opportunity to develop a theoretical framework for practice. Students will examine the significant philosophical beliefs and theoretical understandings underlying competent practice as a home support attendant. The focus of this introductory course will be: the caring philosophy related to the role of the Home Support Attendant and principles related to Human Needs. This course may be cored with the Resident Care Attendant Program.

Prerequisite: Nil

Corequisite: HSAP 099, 102, or CFCS 120, HSAP 110, 113

HSAP 101 Concepts for Practice (2 credits)

This course provides the opportunity to develop a theoretical framework for practice. Students will examine the significant philosophical beliefs and theoretical understandings underlying competent practice as a home support attendant. The focus of this course will be: concepts and principles related to human development, common challenges to health and healing and aspects of caregiving that promote health and healing. This course may be cored with the Resident Care Attendant Program.

Prerequisite: HSAP 100

Corequisite: HSAP 111, 112, 114

HSAP 102 Human Relations: Interpersonal Communications (1.5 credits)

This course is designed to provide students with the opportunity to apply the knowledge and skills necessary to function effectively in the caregiving environment. By focusing on self-awareness and an increased understanding of others, participants will explore and utilize concepts, practical skills and strategies which contribute to effective relationships in a variety of caregiving situations. This course may be cored with the Resident Care Attendant Program. HSAP 099 and 102 equate to CFCS 120.

Prerequisite: Nil

Corequisites: HSAP 099, 100, 110, 112, 113

HSAP 110 Work Role (1.5 credits)

This course provides an introduction to community care, the home support industry and the role of the Home Support Attendant. The course also offers the opportunity to acquire the basic home management skills necessary for home support practice.

Prerequisite: Nil

Corequisite: HSAP 099, 100, or CFCS 120, HSAP 102, 113

HSAP 111 Personal Care Skills (3 credits)

This course offers the opportunity for students to acquire the basic personal assistance skills in line with the Personal Assistance Guidelines required of the Home Support Attendant. The lab practice will use the "Field Supervisor Guide" concept to prepare the student for practicum demonstration.

Prerequisite: HSAP 099, 100, or CFCS 120, HSAP 102, 110

Corequisite: HSAP 101, 112, 114

HSAP 112 Special Needs in Home Support (1.5 credits)

This course provides an introduction to the basic concepts and approaches involved in the care of individuals experiencing changes in mental functioning. The course also explores the role of the Home Support Attendant in families with special needs.

Prerequisite: HSAP 099, 101, 102, or CFCS 120, HSAP 110, 113

Corequisite: HSAP 101, 111, 114

HSAP 113 Practicum: Concurrent Practical Experience (1.5 credits)

This practice course provides an opportunity to apply the caring philosophy with individuals and families at various stages of the life cycle. Experience may be obtained in community and home settings with an emphasis on the application and integration of knowledge and skills learned in all other courses. Focus of this practicum will be: caring approaches, communications skills, home management and meal preparation, work responsibilities and personal well-being.

Prerequisite: All HSAP courses or equivalents

Corequisite: All HSAP courses - concurrently or upon completion

HSAP 114 Practicum: (Preceptorship) Concurrent Practical Experience (1.5 credits)

This practice course provides an opportunity to apply the caring philosophy with individuals and families at various stages of the life cycle. Experience may be obtained in community and home settings with an emphasis on the application and integration of knowledge and skills learned in all other courses. Focus of this course will be on *Personal Assistance Skills* and increasing proficiency in demonstrated skills of HSAP 113.

Prerequisite: All HSAP courses or equivalents

Corequisite: All HSAP courses - concurrently or upon completion

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Human Development

Human Development courses are designed and taught by professional counsellors in order to promote personal growth and development. Other courses are designed to promote understanding of human behaviour and to learn skills in the dynamics of interpersonal communication and relationships. These courses are not intended to replace individual counselling.

HUMD 100 Personal Development (3 credits)

This course is designed to help you understand the factors that influence your behaviour and learn how to take charge of your own life. The focus will be on increasing self-awareness and knowledge as a stepping stone to personal growth. The class will deal with developing self-acceptance, trust, clarification of values, self-confidence, and skills useful in dealing with stress, problem solving, and decision making.

Prerequisite: None

Seminar: 3; Student Directed Learning: 1

Offered: Fall or Winter

HUMD 142 Career Explorations¹. (5 credits)

This seven-week course assists individuals to make informed career choices. Assessments of personal values, needs, skills, interests and abilities are considered; information resources concerning occupations, educational programs, training requirements and future trends are presented. Class discussions and outside readings and research encourage sharing of information and experiences to help individuals consider the many opportunities available to them.

Prerequisite: None

Laboratory: 1; Seminar: 3

Offered: Fall, Winter or Summer

HUMD 143 Career Orientation (1 credit)

This is a short course to help students to confirm or clarify career choices. It is designed to help those who have a fairly clear idea of the occupational field most suited to them. The "CHOICES" computer system is used to assist in the decision-making process.

Prerequisite: None

Laboratory: 1; Seminar: 3

Not offered 1995/96

HUMD 144 Career and Lifestyle Planning (2 credits)

Choosing an occupation is a big decision. The purpose of this 10-session course is to better equip students with information about themselves and about occupations. This course will provide an opportunity to explore factors involved in making a career decision: roles, values, beliefs, abilities, interests, skills and needs. Through increased awareness of self, career, and decision-making skills, students will be encouraged to establish short and long-term goals regarding suitable careers and preferred lifestyles.

Prerequisite: None

Laboratory: 1; Seminar: 3

Offered: Fall or Winter

HUMD 145 Job Search Skills I (5 credits)

Using polished job search skills can often make the difference in landing a job. In this seven-week course students will clarify their job goals, identify sources of job leads, learn skills to research occupations, and identify prospective employers. There will be opportunity to write a resume, practise interviewing skills, and explore issues important to job success. The course will benefit students seeking a first job as well as career changers.

Prerequisite: None

Laboratory: 1; Seminar: 3

Not offered: 1995/96

HUMD 152 The Dynamics of Interpersonal Relationships (3 credits)

This course will provide the student with an opportunity to explore and understand the dynamics of interpersonal relationships. Self-awareness will be encouraged by examining personal needs, values, and expectations. Interpersonal communication skills such as self-disclosure, active listening, and responding with understanding will be presented. Students will learn how to apply new skills in their personal relationships.

Prerequisite: None

Laboratory: 1; Seminar: 3

Offered: Fall or Winter

HUMD 252 The Dynamics of Helping Relationships (3 credits)

This course is designed as a general orientation to the helping process. It is an experiential course which looks at the dynamics necessary for helping others. The intent of the course is to teach students the elements, dynamics, and skills necessary to develop a personal style of helping in their daily lives.

Prerequisite: HUMD 152 or permission of instructor

Laboratory: 1; Seminar: 3

Not offered 1995/96

HUMD 263 Group Process and Leadership Styles (3 credits)

This course will consider aspects of the dynamics of groups including member roles and functions, stages of group development and strategies for improving group effectiveness. It will also consider the function of leadership, the

relationship of the leadership function to the stage of group development and the appropriateness of a variety of leadership styles.

Prerequisite: HUMD 152, or other courses (credit or non-credit) with similar content, or permission of instructor

Offered: Seminar: 3; Student Directed Learning: 1

Not offered 1995/96

Humanities

HUMS 101 Frontiers of Thought (3 credits)

Frontiers of Thought is an introductory appreciation of the frontiers of thought in the areas of: People and Their World (Sciences), People and Their Society (Social Sciences) and People and Their Minds (Humanities). Specialized disciplines contributing to our understanding of these areas are examined. Presentations are interdisciplinary and non-technical and assume no student acquaintance with the subject matter. This course is for those whose programs would not normally include these disciplines, as well as for those desiring a general survey course.

Prerequisite: None

Lecture: 2 Seminar: 2

* For transfer credit please refer to page 203.

Offered: Fall and Winter

HUMS 171 World Religions - Oriental (3 credits)

An introduction to the great religious traditions of the Orient, including Hinduism, Buddhism, Sikhism, Taoism, Confucianism, Shintoism, and some modern religious movements originating in the East. Emphasis will be on these religions as living cultural, political, and philosophical institutions and systems helping to shape our world. Each religion will be studied with regard to such issues as the human attempt to understand the cosmos and shape social life together with the need for mutual understanding and toleration.

Prerequisite: None

Lecture: 2 Seminar: 2

HUMS 172 World Religions - Occidental (3 credits)

An introduction to the prominent religious traditions of the western world, including Judaism, Zoroastrianism, Christianity, Islam, Bah'ai, and African and North American aboriginal religious forms. Emphasis will be on these religions as living cultural, political, and philosophical institutions and systems helping to shape our world. Each religion will be studied with regard to such issues as the human attempt to understand the cosmos and shape social life, together with the need for mutual understanding and toleration.

Prerequisite: None

Lecture: 2 Seminar: 2

Interdisciplinary Studies

IDST 100 Human Rights and Canadian Society: Multidisciplinary Perspectives (3 credits)

The 1982 patriation of Canada's constitution and the entrenchment of the Canadian Charter of Rights and Freedoms has set the stage for fundamental changes in Canadian society. This course is designed to offer a comprehensive introduction to the Charter of Rights and Freedoms, and more generally, to human rights as an important moral concern. Human rights and civil liberties will be discussed in relation to selected occupational areas and workplace experiences, and also with respect to broader community, national and international questions.

Prerequisite: None

Lecture: 4 hours

*For transfer credit please refer to page 203.

Offered: TBA

IDST 102 Environmental Perspectives in Creating a Sustainable Society (3 credits)

Using pollution prevention and waste reduction as a theme, this course takes a multi-disciplinary approach to examine social perceptions of the environment and technology. It covers consensus building and public participation, liquid and solid wastes, toxic chemicals, air quality, pollution prevention standards, and economics and marketing issues. Although mandated solutions to environmental problems are discussed, the focus will be on methods grounded in environmental citizenship which encourages voluntary compliance.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 203.

Offered: TBA

IDST 110 Introduction to Native Studies (3 credits)

A multi-disciplinary examination of the political and social realities of being a Native person in Canada today. This course exposes students to literature from anthropology, political science, history, sociology, and legal studies. When possible the course draws on Native writings and contrasts the difference in viewpoint between Natives and non-Natives. This course will lead to further courses in Native Studies and prepares students to be active participants in the processes of cultural revitalization, political reorganization and social change.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 203.

Offered: TBA

Japanese

(For other related courses see Modern Languages section)

JAPN 190 Language and Culture Study Tour to Japan (3 credits)

An intensive course for students wishing to study basic Japanese and the cultural background of Japan. This course includes classroom instruction, language lab drills, field trips and culture seminars. For two out of four weeks students are billeted with Japanese families.

Prerequisite: None

Lecture: 45 hours; Lab: 10 hours; Field experience: 32 hours; Student Directed Learning: 40 hours

Not Offered: 1995/96

Library

LIBR 111 Skills for College Library Research I (5 credits)

In this seven-week course, students will be introduced to library use and basic research skills. Students will learn to access information through the catalogue and indexes, and to locate and use books, periodicals, newspapers, audio-visual materials and electronic resources.

Prerequisite: None

Lecture: 1 hr/wk

Laboratory: 2 hrs/wk; Seminar: 1 hr/wk

Offered: Fall and Winter

LIBR 113 Basic Reference Skills I. (5 credits)

This course will present basic reference sources and attempt to develop efficient searching methods. It will be particularly useful for library workers, students, businessmen and others who deal regularly with informational questions.

Prerequisite: None

Lecture: 2; Laboratory: 1

Student Directed Learning: 1

Not offered 1995/96

Marketing

MARK 120 Basic Marketing (3 credits)

This is an introductory course covering the major concepts involved in the marketing function. The role of marketing in the firm and business community and tools and techniques used in developing marketing strategy are explored. Emphasis is placed on the importance of the elements of the marketing mix - product, price, place and promotion, current marketing issues and analytical methods.

Prerequisites: Math 11 or Instructor Permission

Lecture: 2; Seminar: 1; Case Analysis 1

Offered: Fall, Winter and Summer

MARK 290 Consumer Behaviour (3 credits)

This course analyzes the behaviour that consumers display in searching for, purchasing, using and evaluating products, services and ideas which they expect will satisfy their needs. This will be accomplished by the examination of the decision-making process involved in the allocation of resources to consumption-related items.

Prerequisite: MARK 120

Lecture: 2; Seminar: 2

Offered: Winter

MARK 295 Business Marketing (3 credits)

This course is an advanced study of marketing management as applied to marketing decision-making in the industrial-marketing environment. Emphasis is placed on the changes that occur in the marketing strategy and implementation when the buyer-seller situation involves business-to-business marketing or when the buyer represents an institution, government agency or reseller organization.

Prerequisite: MARK 120

Lecture: 2; Seminar: 2

Offered: Fall

MARK 350 Personal Selling (3 credits)

This course focuses on the theoretical and practical techniques used in selling goods and services. Emphasis is placed on developing practical skills in presenting consumer and industrial goods to prospective buyers. Some attention is devoted to the art of persuasion as a life-skill.

Prerequisite: None

Lecture: 2; Seminar: 2

Offered: Fall and Winter

MARK 375 Retailing and Merchandising (3 credits)

This course deals with the many facets of retailing and merchandising such as location analysis, trading area analysis, stock planning, buying of merchandise, promotion and inventory control. Both large and small-scale retailing and merchandising situations, retail strategies, present trends, etc., will be discussed.

Prerequisite: MARK 120 or Instructor Permission

Lecture: 2; Seminar: 2

Offered: Fall

MARK 390 Marketing Management (3 credits)

This course is an advanced study of the marketing function. Emphasis is placed on the analysis and solution of business problems. Special attention is given to planning, organization and control strategies.

Prerequisite: MARK 120 or Instructor Permission

Lecture: 2; Seminar: 2

Offered: Fall

MARK 391 Marketing Research (3 credits)

A detailed study of the objectives, principles and methods of marketing research. Content will include the problem statement, research and questionnaire design, picking the sample, and planning a market research program.

Prerequisite: MARK 120

Lecture: 2; Seminar: 2
Offered: Fall

MARK 401 Advertising (3 credits)

This course is concerned with promotion, especially the form of promotion known as advertising. As well as covering the advertising process from the standpoint of the firm, this course will cover the nature and process of communication and examine the impact of advertising on the consumer.

Prerequisite: MARK 120

Lecture: 2; Seminar: 2

Offered: Winter

MARK 410 Sales Management (3 credits)

This is a comprehensive course in sales management principles and methods featuring allocation of priorities to the company's sales objectives and responsibilities; formulation of sales policy; tasks of planning, organizing, staffing and controlling the work of the field sales force.

Prerequisite: MARK 120 and MARK 350 or Instructor

Permission

Lecture: 4

Offered: Winter

MARK 483 Marketing Practicum (3 credits)

A directed studies program where students work on practical marketing assignments. Students will develop the framework for the assignment, gather the necessary data, and summarize their findings and recommendations in a final report.

Prerequisite: MARK 390, MARK 391, and BUSN 430

Seminar: 2; Student Directed Learning: 2

Offered: Winter

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Mathematics

All of the following mathematics courses have a minimum entrance requirement of a C grade or better in B.C. Math 11 or the Douglas College course DVST 411. Those students who do not have this minimum requirement should refer to the section of this calendar entitled Developmental Studies. Note: Math 11 does not include Intro Math 11, Math 11A, Consumer Math 11 or similar courses.

The normal sequencing of Mathematics courses at Douglas College is as follows:

Science Students:

MATH101→MATH110→MATH 120→MATH 220→MATH 321→MATH421



MATH 232

Business Students:

MATH 101→MATH 115→MATH 125

Students Requiring a Statistics Course:

MATH 101 →MATH 115→ MATH 160

In order to take the next course in a sequence a student

MUST obtain a C- grade or better in the prerequisite course.

The Assessment Test

All students who wish to register in MATH 110 or MATH 115 who have not completed MATH 101 with a grade of C- or better must achieve an appropriate score on the Math Assessment test. Only students who have a grade of C- or better in Math 11 or DVST 411 are eligible to write the Assessment Test. Students who have a B or better in Math 12 are exempt from the Assessment Test. It is recommended that students planning to register in MATH 101 take the Assessment Test to obtain placement advice. For more information on the Assessment Test phone the Assessment Centre at 527-5501.

Students with a B grade or better in B.C. Math 12 will be allowed to register directly in MATH 120 or MATH 125 or MATH 160; however in most cases MATH 110 or MATH 115 is recommended as a first mathematics course.

University Transfer

Many university departments require credits in mathematics at the first or second-year level for admission to certain upper-division courses. Students are advised to consult the appropriate calendar or a Mathematics instructor at Douglas College for details of specific mathematics requirements. Students are also advised to obtain a transfer guide for the receiving institution to determine course equivalencies.

MATH 101 Basic Algebra (3 credits)

This is a one semester course for those students who need to improve their knowledge of algebra. It includes factoring, laws of exponents, simplifying polynomial and rational expressions, and solving equations and inequalities. It introduces students to functions and relations and their graphs.

Prerequisite: C grade or better in B.C. Math 11

Lecture: 4

Offered: Fall and Winter

MATH 110 Precalculus (4 credits)

This is a one-semester course for those students who wish to prepare for MATH 120. Emphasis is placed on the graphing and solution of equations involving polynomial, rational, circular, trigonometric, logarithmic and exponential functions.

Prerequisite: MATH 101 or equivalent - or Assessment Test (see above)

Lecture: 6

*For transfer credit please refer to page 203.

Offered: Fall, Winter and Summer

MATH 115 Precalculus for Non-Science Students (3 credits)

A one-semester course for those students who wish to prepare for MATH 125, the non-science oriented Calculus course. The course includes linear, quadratic, inverse, exponential, and logarithmic functions; sequences, sums, elementary series; introduction to probability; brief review

of the elements of trigonometry. Applications will be drawn from business and financial models.

Prerequisite: MATH 101 or equivalent or Assessment Test (see above)

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall and Winter

MATH 120 Calculus (3 credits)

An introductory calculus course for science students.

Course includes differentiation and integration of algebraic functions; applications to include graphing, maxima and minima, simple area, volume, arc length, rectilinear motion, related rates and work.

Prerequisite: MATH 110 or a B grade or better in B.C. Math 12

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall and Winter

MATH 125 Calculus for the Social Sciences (3 credits)

This course is an introduction to differential calculus for students in business, social sciences and biological sciences. Topics include limits, differentiation techniques for algebraic functions, applications to graphing and optimization, implicit differentiation, differentials, differentiation of log and exponential functions, and an introduction to partial derivatives and multivariable calculus.

Prerequisite: MATH 115 or a B grade or better in B.C. Math 12

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall and Winter

MATH 160 Introduction to Statistics (3 credits)

An introductory course in descriptive statistics including such topics as sampling, probability, inference and hypothesis testing. It stresses an intuitive approach and does not involve mathematical proofs.

Prerequisite: MATH 115 or equivalent

Lecture: 3; Tutorial: 1

*For transfer credit please refer to page 203.

Offered: Winter

MATH 191 Mathematics for Teachers (4 credits)

This is a one-semester course which explores the basic mathematical concepts which are taught in the elementary school curriculum. Topics will include sets, whole numbers and counting numbers, arithmetic operations, rational and real numbers and the study of informal geometry including curves, angles, area and volume, symmetry, congruence and motion geometry.

Prerequisite: C grade or better in B.C. Math 11

Lecture: 4; Tutorial: 2

*For transfer credit please refer to page 203.

Offered: Fall and Winter

MATH 220 Calculus (3 credits)

Extends MATH 120 skills to the logarithmic, exponential

and trigonometric functions: solution of problems in growth, decay and periodic motion; techniques of integration; polar co-ordinates, parametric equations; Taylor polynomials, sequences and series, and simple differential equations.

Prerequisite: MATH 120

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall, Winter and Summer

MATH 232 Linear Algebra (3 credits)

A one-semester introductory course designed to provide a solid foundation in the mathematics of linear algebra. This course is often the first course in abstract mathematics and the student is taught how to prove theorems. Topics include the solving of systems of equations, matrices and determinants, the vector space, n-dimensional Euclidean space, general vector spaces, linear transformations, eigenvalues and eigenvectors and the diagonalization of matrices.

Prerequisite: MATH 120

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall and Winter

MATH 321 Calculus (3 credits)

This course extends the theory of differential and integral calculus to functions of several variables. Topics include the study of vectors, quadric surfaces, vector functions, cylindrical and spherical coordinate systems, partial derivatives, multiple integrals, vector fields, line integrals and applications.

Prerequisite: MATH 220

Corequisite: MATH 232 recommended

Lecture: 4

Offered: Fall*

For transfer credit please refer to page 203.

MATH 421 Introduction to Differential Equations (3 credits)

This is a first course in the theory of ordinary differential equations. Topics include the solution of first- and higher order differential equations, power series solutions, Laplace transforms, linear and non-linear systems, stability, Euler methods and applications.

Prerequisite: MATH 321 and MATH 232

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Winter (Subject to demand)

MATH 440 Potential Theory (3 credits)

Potential theory examines the mathematics of the physical concept of potential energy, and develops a mathematical model of simple fluid flows and electromagnetic fields by applying the differential and integral calculus to the analysis of vector spaces.

Prerequisite: MATH 321

Lecture: 4

*For transfer credit please refer to page 203.

Offered:TBA

MATH 450 Quantitative Methods (3 credits)

Applications of mathematics to business and economics, with emphasis on non-linear models. Includes multivariate functions, probability theory, transformations of data, marginal analysis, Lagrange multipliers, utility theory, non-linear programming, method of least squares, and differential equations. Some topics are optional and may be omitted or included dependent on class interest.

Prerequisite: MATH 125

Lecture: 4

*For transfer credit please refer to page 203.

Offered:TBA

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Modern Languages

All Modern Languages courses develop oral and written skills and introduce cultural aspects of the languages taught. Evaluation is based on daily work; therefore class attendance and participation are essential. In addition to class time, conversation sessions with language assistants are provided for small-group practice.

Regular Format

All Modern Languages (MODL) courses are designed as the first or second half of a two-semester unit. The second half should be taken immediately after the first to maintain continuity.

Courses consist of four hours of class instruction and one hour of conversation per week.

Accelerated Format

The accelerated format enables students to complete the work of two courses in one semester; therefore, the amount of work required and the number of credits obtained are doubled. Accelerated courses consist of eight hours of class instruction and two hours of conversation per week.

Assessment

All students taking a Modern Language course for the first time at Douglas College in a given language will be required to consult the Modern Languages Discipline for assessment prior to registration. This may include a short test. Please contact the Arts & Humanities Office during office hours. The assessment does not determine eligibility to enter Douglas College but is used to direct students to the courses which are best suited to their level.

NEW LANGUAGE STUDENTS WILL NOT BE ALLOWED TO REGISTER IN A LANGUAGE COURSE WITHOUT PRIOR ASSESSMENT.

RETURNING STUDENTS: a grade of "C" or better is required to take the next level course.

Further information about Modern Language assessment may be obtained from the Arts and Humanities Department Office (527-5466; Room 3600A).

Transferability

All Douglas College Modern Languages are transferable to SFU, UBC, and UVic. Both halves of a unit with the same title, for instance MODL 101 and MODL 102 (Basic French I and II) are required to obtain transfer credits at UBC and UVic.

Total credits in language courses transferable to SFU are limited. Students are advised to consult the SFU transfer guide.

Some universities do not accept challenge credits. Students are advised to check with the universities before applying for course challenge at Douglas College.

*For transfer credit please refer to page 203.

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Chinese

First-Year College Level

MODL 191 Basic Chinese I (Mandarin) (3 credits)

MODL 192 Basic Chinese II (Mandarin) (3 credits)

MODL 291 Intermediate Chinese I (Mandarin) (3 credits)

MODL 292 Intermediate Chinese II (Mandarin) (3 credits)

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French

Preparatory Level

MODL 101 Basic French I (3 credits)

MODL 102 Basic French II (3 credits)

MODL 101/102 Basic French I and II (Accelerated) (6 credits)

MODL 103 Basic French III (3 credits)

MODL 104 Basic French IV (3 credits)

MODL 103/104 Basic French III and IV (Accelerated) (6 credits)

First-Year College Level

MODL 111 Intermediate French I (3 credits)

MODL 112 Intermediate French II (3 credits)

Second-Year College Level

MODL 211 Advanced French I (3 credits)

MODL 212 Advanced French II (3 credits)

German

First-Year College Level

MODL 131 Basic German I (3 credits)

MODL 132 Basic German II (3 credits)

Second-Year College Level

MODL 231 Intermediate German I (3 credits)

MODL 232 Intermediate German II (3 credits)

Japanese

First-Year College Level

MODL 171 Basic Japanese I (3 credits)

MODL 172 Basic Japanese II (3 credits)

MODL 271 Intermediate Japanese I (3 credits)

MODL 272 Intermediate Japanese II (3 credits)

Spanish

First-Year College Level

MODL 151 Basic Spanish I (3 credits)

MODL 152 Basic Spanish II (3 credits)

Second-Year College Level

MODL 251 Intermediate Spanish I (3 credits)

MODL 252 Intermediate Spanish II (3 credits)

Chinese

First-Year College Level

MODL 191 Basic Chinese I (Mandarin) (3 credits)

This course is designed for students who have little or no knowledge of Mandarin. It is aimed at developing basic oral and written communicative skills through the study of vocabulary, grammar and culture. Mandarin is used in class as much as possible.

Prerequisite: Assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 203.

Offered: Fall - regular format

MODL 192 Basic Chinese II (Mandarin) (3 credits)

This course is designed for students who have some knowledge of Mandarin, or who have completed MODL

191. It is aimed at developing basic oral and written communicative skills through the study of vocabulary, grammar and culture. Mandarin is used in class as much as possible.

Prerequisite: MODL 191 or assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 203.

Offered: Winter - regular format

Second-Year College Level

MODL 291 Intermediate Chinese I (Mandarin) (3 credits)

This course is designed for students who have completed MODL 192 or its equivalent. It is aimed at furthering aural comprehension, strengthening oral expression, and developing reading and writing skills.

Chinese is used in class almost exclusively.

Prereq: MODL 192 or Assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 203.

Offered: Fall - regular format

MODL 292 Intermediate Chinese II (Mandarin) (3 credits)

This course is designed to further aural comprehension, strengthening oral expression and develop reading and writing skills for students who have completed MODL 291 or its equivalent. It also aims to provide a deeper understanding of Chinese culture. Chinese is used in class almost exclusively.

Prereq: MODL 291 or assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 203.

Offered: Winter - regular format

French

Preparatory French

MODL 101 Basic French I (3 credits)

This course is designed for students with little or no French. It is aimed at developing basic oral and written skills. French is spoken in class as much as possible.

Prerequisite: Assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 203.

Offered: Fall - accelerated format with MODL 102 and regular format

Winter - regular format

Summer - regular format

MODL 102 Basic French II (3 credits)

This course is designed for students who have completed MODL 101 or equivalent. It is aimed at developing basic oral and written communicative skills. French is spoken in class as much as possible.

Prerequisite: MODL 101 or Assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 203.

Offered: Fall - accelerated format with MODL 101 and regular format

Winter - regular format

Summer - regular format

MODL 103 Basic French III (3 credits)

This course is designed for students who have completed French 11, or MODL 102, or equivalent. It is aimed at developing further basic oral and written communicative skills. French is spoken in class as much as possible.

Prerequisite: MODL 102 or Assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 203.

Offered: Fall - regular format

Winter-accelerated format with MODL 104

MODL 104 Basic French IV (3 credits)

This course is designed for students who have completed MODL 103 or equivalent. It is aimed at developing further basic oral and written communicative skills. French is spoken in class as much as possible.

Prerequisite: MODL 103 or equivalent

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 203.

Offered: Winter - accelerated format with MODL 103 and regular format

Fall - regular format

First-Year College French

MODL 111 Intermediate French I (3 credits)

This course is designed for students who have completed French 12 or MODL 104. It builds on previously acquired skills, develops reading and writing skills, and provides an understanding of the Francophone culture. Only French is spoken in class.

Prerequisite: MODL 104 or Assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 203.

Offered: Fall - regular format

MODL 112 Intermediate French II (3 credits)

This course is designed for students who have completed MODL 111 or equivalent. It builds on previously acquired skills, develops reading and writing skills, and provides an understanding of the Francophone culture. Only French is spoken in class.

Prerequisite: MODL 111 or Assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 203.

Offered: Winter - regular format

Second Year College French

MODL 211 Advanced French I (3 credits)

This course is designed for students who have completed MODL 112 or for French-immersion students who have completed French 12 and have a good knowledge of

French grammar. It is aimed at refining and strengthening the skills acquired in previous levels, particularly reading, writing and oral expression; and at providing a deeper understanding of the Francophone culture.

Prerequisite: MODL 112 or Assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 203.

Offered: Fall - regular format

MODL 212 Advanced French II (3 credits)

This course is designed for students who have completed MODL 211 or for French immersion students who have completed French 12 and have a good knowledge of French grammar. It is aimed at refining and strengthening the skills acquired in previous levels, particularly reading, writing and oral expression; and at providing a deeper understanding of the Francophone culture through the works of Francophone writers.

Prerequisite: MODL 211 or Assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 203.

Offered: Winter - regular format

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German

First-Year College German

MODL 131 Basic German I (3 credits)

This course is designed for students with little or no German. It is aimed at developing basic oral and written skills.

Prerequisite: Assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 203.

Offered: Fall - regular format

MODL 132 Basic German II (3 credits)

This course is designed for students who have completed MODL 131 or equivalent. It is aimed at developing further basic oral and written skills. German is spoken in class as much as possible.

Prerequisite: MODL 131 or Assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 203.

Offered: Winter - regular format

Second Year College German

MODL 231 Intermediate German I (3 credits)

The course is designed for students who have completed MODL 131 and 132. It builds on previously acquired skills, develops reading and writing skills, and provides an understanding of the cultural aspects of Germany. German is spoken in class as much as possible.

Prerequisite: MODL 132 or Assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 203.

Offered: Fall - regular format

MODL 232 Intermediate German II (3 credits)

This course is designed for students who have completed German 231. It builds on previously acquired skills and develops reading and writing skills, and provides an understanding of the cultural aspects of Germany. German is spoken in class as much as possible.

Prerequisite: MODL 231 or Assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 203.

Offered: Winter - regular format

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Japanese

First-Year College Japanese

MODL 171 Basic Japanese I (3 credits)

This course is designed for students who have little or no knowledge of Japanese. It is aimed at developing basic oral and written communicative skills through the study of vocabulary, grammar and culture. Japanese is spoken in class as much as possible.

Prerequisite: Assessment

Seminar: 4 Laboratory: 1

*For transfer credit please refer to page 203.

Offered: Fall - regular format

Winter - regular format

MODL 172 Basic Japanese II (3 credits)

This course is designed for students who have some knowledge of Japanese or who have completed MODL 171. It is aimed at developing basic oral and written communicative skills through the study of vocabulary, grammar and culture. Japanese is spoken in class as much as possible.

Prerequisite: MODL 171 or Assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 203.

Offered: Winter - regular format

Second Year College Japanese

MODL 271 Intermediate Japanese I (3 credits)

This course is designed to further aural comprehension, strengthen oral expression and develop reading and writing skills for students who have completed MODL 172. The course also aims to provide a deeper understanding of Japanese culture. Japanese is used in class almost exclusively.

Prerequisite: MODL 172 or Assessment

Seminar: 4; Lab: 1

*For transfer credit please refer to page 203.

Offered: Fall - regular format

MODL 272 Intermediate Japanese II (3 credits)

This course is designed to further aural comprehension, strengthen oral expression and develop reading and writing skills for students who have completed MODL 271.

The course also aims to provide a deeper understanding of Japanese culture. Japanese is used in class almost exclusively.

Prerequisite: MODL 271 or Assessment

Seminar: 4; Lab: 1

*For transfer credit please refer to page 203.

Offered: Winter - regular format

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Spanish

First-Year College Spanish

MODL 151 Basic Spanish I (3 credits)

This course is designed for students with little or no Spanish. It is aimed at developing basic oral and written skills. Spanish is spoken in class as much as possible.

Prerequisite: Assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 203.

Offered: Fall - regular format

MODL 152 Basic Spanish II (3 credits)

This course is designed for students who have completed Spanish 11, MODL 151 or equivalent. It is aimed at developing further basic oral and written skills. Spanish is spoken in class as much as possible.

Prerequisite: MODL 151 or Assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 203.

Offered: Winter - regular format

Second-Year College Spanish

MODL 251 Intermediate Spanish I (3 credits)

This course is designed for students who have completed Spanish 12 or MODL 152. It builds on previously acquired word skills, develops reading and writing skills, and provides an understanding of the Hispanic culture. Only Spanish is spoken in class.

Prerequisite: Spanish 12 or MODL 152 or Assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 203.

Offered: Fall - regular format

MODL 252 Intermediate Spanish II (3 credits)

This course is designed for students who have completed Spanish 12 or MODL 251. It builds on previously acquired word skills and develops reading and writing skills, and provides an understanding of the Hispanic culture. Only Spanish is spoken in class.

Prerequisite: MODL 251 or Assessment

Seminar: 4; Laboratory: 1

*For transfer credit please refer to page 203.

Offered: Winter - regular format

Linguistics

First Year College Linguistics

MODL 180 Introduction to Linguistics (3 credits)

An introductory course in linguistics, studying and analyzing language from various aspects. Topics will include child language acquisition, animal languages, the social and political aspects of language, the history of languages, and theoretical linguistics (phonetics, phonology, morphology, syntax and semantics).

Prerequisite: None

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Not offered 95/96

Music

MUSC 101 Materials of Music I: Rudiments; Introduction to Harmony & Form (3 credits)

The student will learn to read music and master musical rudiments as far as the first elements of harmony. Minimal musical experience and reading ability are required. Open to all students but priority will be given to those in Basic Musicianship and UT (SFU) Music Program.

Prerequisite: None

Corequisite: MUSC 104

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall

MUSC 102 Basic Theory I (3 credits)

The student will learn to read music and master musical rudiments which include pitch notation, rhythmic notation, scales and intervals. No previous knowledge of music is required. Open to all students, but priority will be given to full-time Basic Musicianship program students.

Prerequisite: None

Corequisite: MUSC 103

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall

MUSC 103 Aural and Sight Singing Skills (3 credits)

Students will learn basic skills for musicianship - sight singing, aural and rhythmic training. Open to all students, but priority will be given to full-time Certificate program students.

Prerequisite: None

Corequisite: MUSC 102

Lecture/Practice: 3

*For transfer credit please refer to page 203.

Offered: Fall

MUSC 104 Aural and Sight Singing Skills (3 credits)

Students will learn skills required in the hearing and sight singing of rudimentary elements in music, simple diatonic melodies and rhythms.

Prerequisite: Aptitude test

Corequisite: MUSC 101

Lecture/Practice: 3

*For transfer credit please refer to page 203.

Offered: Fall

MUSC 110 Theory of Tonal Music I (2 credits)

First part of a comprehensive study of the melodic, harmonic, rhythmic and formal elements of tonal music.

Review of rudiments; study of basic diatonic chord progressions; analysis of small structural units.

Prerequisite: UT Mus Entrance or Permission

Corequisite: MUSC 111

Lecture: 3

Offered: Fall

MUSC 111 Ear Training and Sight Singing I (1 credit)

Development of aural and sightsinging skills with a focus on the basic melodic, harmonic, and rhythmic elements of diatonic tonal music.

Prerequisite: UT Mus Entrance or Permission

Corequisite: MUSC 110

Lecture: 2

Offered: Fall

MUSC 120 History of Western Music I (3 credits)

This course gives a broad survey of developments in style and form, from earliest known musical expression in the West to the present day, and a comprehensive study of medieval music from Gregorian chant to the Ars Nova. Emphasis is placed on the aural and visual analysis of representative music. Obligatory for transfer in Bachelor of Music.

Prerequisite: B.Mus. Entrance or Permission of Instructor

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall

MUSC 121 Style and Form in Western Music (3 credits)

A study of style and form in Western music through representative compositions. Musical developments will be discussed also in relation to contemporary, concomitant trends in religion, the arts, economics, sociology, and technology. Students will work with scores but listening skills will be emphasized.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall

MUSC 130 Concert Band I (2 credits)

Students will study and perform music from all periods in this course and will be exposed to the problems met in the performance of band music with emphasis on rehearsal techniques.

Prerequisite: Royal Toronto Conservatory Grade 6 or equivalent or Permission of Instructor

Rehearsal: 5

*For transfer credit please refer to page 203.

Offered: Fall and Winter

MUSC 131 Jazz Band I (1 credit)

In this course students study by performance, modern jazz, rock and popular music; instrumental techniques and improvisation and sight reading.

Prerequisite: Instructor Permission

Rehearsal: 4

*For transfer credit please refer to page 203.

Offered: Fall and Winter

MUSC 133 Beginning Instrumental Ensemble I (1 credit)

Through the performance of appropriate music, the student will learn the basic skills of ensemble playing, including balance, intonation, phrasing, and dynamics. This course will be open to all students.

Prerequisite: None

Rehearsal: 2

*For transfer credit please refer to page 203.

Offered: Fall and Winter

MUSC 140 College Chorus I (2 credits)

In College Chorus students study and perform works from all periods requiring both small and large ensembles. Familiarization with conductor-performer relationship is stressed and exposure is given to problems in the performance of choral music, with emphasis on rehearsal techniques.

Prerequisite: B.Mus. Entrance or Instructor permission

Rehearsal: 5

*For transfer credit please refer to page 203.

Offered: Fall and Winter

MUSC 141 Beginning Choral Ensemble (1 credit)

Through the performance of appropriate music, the student will learn the basic skills of ensemble singing, including vocal production, unison and part singing. Open to all students.

Prerequisite: None

Rehearsal: 2

*For transfer credit please refer to page 203.

Offered: Fall and Winter

MUSC 142 Vocal Jazz (1 credit)

Through the rehearsal and performance of representative selections, students will study the techniques and styles of vocal jazz from the 1930s and 1940s to the present day. Students will also be required to listen to recordings and tapes in order to develop recognition and enhance appreciation of various styles. This course is optional for UT music students.

Prerequisite: Instructor Permission, Audition

Rehearsal: 4

*For transfer credit please refer to page 203.

Offered: Fall

MUSC 150 Private Lessons (Concentration) (3 credits)

The interpretation and performance of repertoire, technical requirements, and sight reading will be studied on an individual basis. Open to B.Mus. students only.

Prerequisite: B.Mus. Program Entrance

Corequisites: MUSC 130 or 140, 110, 111, 120

Private Lesson: 1 hr.

*For transfer credit please refer to page 203.

Offered: Fall and Winter

MUSC 151 Private Lessons (Secondary) 1 credit

In a secondary field of performance, repertoire, technical requirements, sight reading, and other skills will be studied on an individual basis. Open only to B.Mus. students whose keyboard proficiency exceeds that of MUSC 461.

Prerequisite: B.Mus. Program Entrance

Private Lesson: 1/2 hr.

*For transfer credit please refer to page 203.

Offered: Fall and Winter

MUSC 155 Individual Music Study (Keyboard) (3 credits)

The interpretation and performance of keyboard repertoire, technical requirements, and sight reading will be studied on an individual basis. Open to Basic Musicianship Program students only.

Prerequisite: Basic Musicianship Program Entrance

Private Lesson: 1 hr

*For transfer credit please refer to page 203.

Offered: Fall and Winter

MUSC 156 Individual Music Study (Instrumental and Vocal) (2 credits)

The interpretation and performance of repertoire, technical requirements, and sight reading will be studied on an individual basis. Open to Basic Musicianship Program students only.

Prerequisite: Basic Musicianship Program Entrance

Private Lesson: 1/2 hr

*For transfer credit please refer to page 203.

Offered: Fall and Winter

MUSC 160 Introductory Class Piano I (1 credit)

A progressive study of learning to play the piano, for students who possess no previous experience. The course includes technique, keyboard harmony, sight reading, transposition, and the playing of appropriate repertoire. Open to full-time Certificate students only.

Prerequisite: None

Corequisites: MUSC 102, 103 and MUSC 133, or 141, 130 or 140

Lecture: 2; Laboratory: 2

*For transfer credit please refer to page 203.

Offered: Fall

MUSC 161 Class Piano (1 credit)

Piano repertoire, technical requirements, aural training, sight reading, accompaniment, improvisation and keyboard harmony are covered in this course. Available to majors in B.Mus. Program and to B.Ed. students.

Prerequisite: None

Corequisite: MUSC 110, 111

Lecture: 2; Laboratory: 2

*For transfer credit please refer to page 203.

Offered: Fall

MUSC 163 Class Brass (2 credits)

This course teaches techniques for effective teaching of instrumental music. Familiarization with peculiarities, tone production, and fingering techniques of all brass instruments (using treble and bass clefs) will be covered.

Prerequisite: None

Laboratory: 3

*For transfer credit please refer to page 203.

Offered: Fall

MUSC 164 Class Percussion (2 credits)

Students will receive instruction on snare drum, bass drum, cymbals, timpani, drum set, mallet and Latin American rhythm instruments in preparation for effective teaching of instrumental music. Maintenance, adjustment and notation of the above instruments will be covered.

Prerequisite: B.Mus. Entrance or instructor permission

Laboratory: 3

*For transfer credit please refer to page 203.

Offered: Winter

MUSC 201 Materials of Music II: Elementary Harmony & Form (3 credits)

The student will continue the study of diatonic four-part harmony and musical structure. In addition, aspects of song writing will be covered.

Prerequisite: MUSC 101

Corequisite: MUSC 204

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Winter

MUSC 202 Basic Theory II (3 credits)

The student will continue to learn the reading of music and the mastery of musical rudiments including rhythm, chord structure, transposition and score reading. In addition, the student will be introduced to basic elements of musical structure.

Prerequisite: MUSC 102

Corequisite: MUSC 203

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Winter

MUSC 203 Aural and Sight Singing Skills (3 credits)

Students will continue to develop aural, sight singing, and rhythmic skills.

Prerequisite: MUSC 103

Corequisite: MUSC 202

Lecture: 3

*For transfer credit please refer to page 203.

Offered: Winter

MUSC 204 Aural and Sight Singing Skills (3 credits)

Students will continue to develop skills required in the hearing and sight singing of musical elements, melodies and rhythms.

Prerequisite: MUSC 104

Corequisite: MUSC 201

Lecture: 3

*For transfer credit please refer to page 203.

Offered: Winter

MUSC 210 Theory of Tonal Music II (2 credits)

This course continued the study of tonal harmony with emphasis on more complex diatonic chord progressions, tonicization and modulation. Analysis of binary and ternary forms.

Prerequisite: MUSC 110 (or old MUSC 100)

Corequisite: MUSC 211

Lecture: 3

Offered: Winter

MUSC 211 Ear Training and Sightsinging II (1 credit)

Further development of aural and sightsinging skills with a focus on more complex melodic, harmonic, and rhythmic elements of diatonic tonal music.

Prerequisite: MUSC 111 (or old MUSC 100)

Corequisite: MUSC 210

Lecture: 2

Offered: Winter

MUSC 220 History of Western Music II (3 credits)

This course gives a comprehensive study of developments in style and form from the 14th century to the middle of the 17th century. Emphasis is placed on aural and visual analysis of representative music. Obligatory for transfer to B.Mus.

Prerequisite: MUSC 120 or Instructor Permission

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Winter

MUSC 221 Style and Form in Western Music (3 credits)

A continuation of the study of Western music through representative compositions. Musical developments will be discussed also in relation to contemporary, concomitant trends in religion, the arts, economics, sociology, and technology. Students will continue to work with scores but listening skills will be emphasized.

Prerequisite: MUSC 121

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Winter

MUSC 230 Concert Band II (2 credits)

Students will study and perform music from all periods in this course and will be exposed to the problems met in performance of band music, with emphasis on rehearsal techniques and the conductor-performer relationship.

Prerequisite: MUSC 130

Rehearsal: 5

*For transfer credit please refer to page 203.

Offered: Fall and Winter

MUSC 231 Jazz Band II (1 credit)

The student will continue to study by performance, modern jazz, rock and popular music, instrumental techniques, improvisation and sight reading, using study materials from varying sources.

Prerequisites: MUSC 131

Rehearsal: 4

*For transfer credit please refer to page 203.

Offered: Fall and Winter

MUSC 233 Beginning Instrumental Ensemble II (1 credit)

Through performance of appropriate music, the student will continue to learn the basic skills of ensemble playing including balance, intonation, phrasing and dynamics. This course is open to all students.

Prerequisite: MUSC 133

Laboratory: 2

*For transfer credit please refer to page 203.

Offered: Fall and Winter

MUSC 240 College Chorus II (2 credits)

In College Chorus, members study and perform works from all periods requiring both large and small ensembles.

Familiarization with conductor-performer relationships and exposure to problems in performance of choral music, with emphasis on rehearsal techniques are included.

Prerequisite: MUSC 140

Rehearsal: 5

*For transfer credit please refer to page 203.

Offered: Fall and Winter

MUSC 241 Beginning Choral Ensemble II (1 credit)

Through the performance of appropriate music, the student will continue to learn the basic skills of ensemble playing including more complex part singing, intonation and balance.

Prerequisite: MUSC 141

Rehearsal: 2

*For transfer credit please refer to page 203.

Offered: Fall and Winter

MUSC 242 Vocal Jazz I (1 credit)

Through the rehearsal and performance of representative selections, students will study the techniques and styles of vocal jazz from the 1930s and 1940s to the present day. Students will also be required to listen to recordings and tapes in order to develop recognition and enhance appreciation of various styles. This course is optional for UT music students.

Prerequisite: Music 142 or Instructor Permission

Rehearsal: 4

*For transfer credit please refer to page 203.

Offered: Winter

MUSC 250 Private Lessons (Concentration) (3 credits)

The interpretation and performance of repertoire, technical requirements, and sight reading will be studied on an individual basis. Open to B.Mus. students only.

Prerequisite: MUSC 150

Corequisite: MUSC 230 or 240, 210, 211, 220

Private Lesson: 1 hr.

*For transfer credit please refer to page 203.

Offered: Fall and Winter

MUSC 251 Private Lessons (Secondary) (1 credit)

In a secondary field of performance, repertoire, technical requirements, sight reading, and other skills will be studied on an individual basis.

Prerequisite: MUSC 151

Private Lesson: 1/2 hr.

*For transfer credit please refer to page 203.

Offered: Fall and Winter

MUSC 255 Individual Music Study (Keyboard) (1 hr) (3 credits)

The interpretation and performance of keyboard repertoire, technical requirements and sight reading will be studied on an individual basis. Open to Basic Musicianship Program students only.

Prerequisite: MUSC 155

Private Lesson: 1 hr.

*For transfer credit please refer to page 203.

Offered: Fall and Winter

MUSC 256 Individual Music Study (Instrumental and Vocal) (.5 hr) (2 credits)

The interpretation and performance of repertoire, technical requirements, and sight reading will be studied on an individual basis. Open to Basic Musicianship Program students only.

Prerequisite: MUSC 156

Private Lesson: 1/2 hr.

*For transfer credit please refer to page 203.

Offered: Fall and Winter

MUSC 260 Introductory Class Piano II (1 credit)

A continuing study of learning to play the piano, for students who have completed MUSC 160. The course contains technique, sight reading, keyboard harmony, transposition, and the playing of appropriate repertoire. Open to full-time Certificate students only.

Prerequisite: MUSC 160

Corequisite: MUSC 202, 203 and MUSC 233 or 241 or 230 or 240

Lecture: 2; Laboratory: 2

*For transfer credit please refer to page 203.

Offered: Winter

MUSC 261 Class Piano (1 credit)

Piano repertoire, technical requirements, aural training, sight reading, accompaniment, improvisation and keyboard harmony are covered in this course. Available to majors in B.Mus. Program, and B.Ed. students.

Prerequisite: MUSC 161 Corequisite: MUSC 210, 211

Lecture: 2; Laboratory: 2

*For transfer credit please refer to page 203.

Offered: Winter

MUSC 310 Theory of Tonal Music III (2 credits)

This course continues the study of tonal harmony with emphasis on sequential progressions, seventh chords, the Neapolitan sixth chord, and more advanced expansion techniques. Analysis of music focuses on late baroque contrapuntal procedures and forms.

Prerequisite: MUSC 210 (or old MUSC 200)

Corequisite: MUSC 311

Lecture: 3

Offered: Fall

MUSC 311 Ear Training and Sight Singing III (1 credit)

Development of aural and sight singing skills with a focus on more complex melodic, harmonic, and rhythmic elements of tonal music, including chromaticism and modulation.

Prerequisite: MUSC 211 (or old MUSC 200)

Corequisite: MUSC 310

Lecture: 2

Offered: Fall

MUSC 320 History of Western Music III (3 credits)

A comprehensive study of developments in style and form from the last half of the 17th century to the end of the 18th. Emphasis is on aural and visual analysis of representative music. Obligatory in university transfer program in music. Instructor Permission is required for those wishing to take course as elective.

Prerequisite: MUSC 220 or Instructor Permission

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall

MUSC 330 Concert Band III (2 credits)

Students in this course study and perform music from all periods and become exposed to the problems met in performance of band music with emphasis on rehearsal techniques and the conductor-performer relationship.

Prerequisite: MUSC 230

Rehearsal: 5

*For transfer credit please refer to page 203.

Offered: Fall and Winter

MUSC 331 Jazz Band III (1 credit)

In Stage Band students study by performance, modern jazz, rock and popular music; instrumental techniques and improvisation and sight reading, using study materials from various sources.

Prerequisite: MUSC 231

Rehearsal: 4

*For transfer credit please refer to page 203.

Offered: Fall and Winter

MUSC 340 College Chorus III (2 credits)

In College Chorus, members study and perform works from

all periods requiring both small and large ensembles. Familiarization with conductor-performer relationships is emphasized and exposure is given to problems of choral music, with emphasis on rehearsal techniques.

Prerequisite: MUSC 240

Rehearsal: 5

*For transfer credit please refer to page 203.

Offered: Fall and Winter

MUSC 350 Private Lessons (Concentration) (3 credits)

The interpretation and performance of repertoire, technical requirements, and sight reading will be studied on an individual basis. Open to B.Mus. students only.

Prerequisite: MUSC 250

Corequisite: MUSC 330 or 340, 310, 311, 320

Private Lesson: 1 hr.

*For transfer credit please refer to page 203.

Offered: Fall and Winter

MUSC 351 Private Lessons (Secondary) (1 credit)

In a secondary field of performance, repertoire, technical requirements, sight reading, and other skills will be studied on an individual basis.

Prerequisite: MUSC 251

Private Lesson: 1/2 hr.

*For transfer credit please refer to page 203.

Offered: Fall and Winter

MUSC 361 Class Piano (1 credit)

Piano repertoire, technical requirements, aural training, sight reading, accompaniment, improvisation and keyboard harmony are covered in this course. Available to majors in B.Mus. Program, and to B.Ed. students.

Prerequisite: MUSC 261

Corequisite: MUSC 310, 311

Lecture: 2; Laboratory: 2

*For transfer credit please refer to page 203.

Offered: Fall

MUSC 410 Theory of Tonal Music IV (2 credits)

This course continues the study of tonal harmony with emphasis on chromatic harmony and techniques of harmonic and tonal expansion. Analysis of music focuses on representative examples of late eighteenth and nineteenth century forms and styles.

Prerequisite: MUSC 310 (or old MUSC 300)

Corequisite: MUSC 411

Lecture: 3

Offered: Winter

MUSC 411 Ear Training and Sight Singing IV (1 credit)

Development of aural and sight singing skills with a focus on more complex melodic, harmonic, and rhythmic elements of music, including more advanced chromaticism as well as non-tonal materials.

Prerequisite: MUSC 311 (or old MUSC 300)

Corequisite: MUSC 410

Lecture: 2

Offered: Winter

MUSC 420 History of Western Music IV (3 credits)

Developments in style and form of Western music from Haydn to Schoenberg are covered in this course. Obligatory for students in B.Mus. (General) university transfer program and optional for students majoring in music education. Instructor permission is required for those wishing to take this course as an elective.

Prerequisite: MUSC 320 or Instructor Permission

Corequisite: MUSC 400

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Winter

MUSC 430 Concert Band IV (2 credits)

In this course, students study and perform music from all periods and become exposed to the problems met in performance of band music, with emphasis on rehearsal techniques and the conductor-performer relationship.

Prerequisite: MUSC 330

Rehearsal: 5

*For transfer credit please refer to page 203.

Offered: Fall and Winter

MUSC 431 Jazz Band IV (1 credit)

In this course students study by performance, modern jazz, rock, and popular music; instrumental techniques and improvisation and sight reading, using study materials from various sources.

Prerequisite: MUSC 331

Rehearsal: 4

*For transfer credit please refer to page 203.

Offered: Fall and Winter

MUSC 440 College Chorus IV (2 credits)

In College Chorus members study and perform works from all periods requiring both small and large ensembles. Familiarization with conductor-performer relationships is emphasized and exposure is given to problems in performance of choral music, with emphasis on rehearsal techniques.

Prerequisite: MUSC 340

Rehearsal: 5

*For transfer credit please refer to page 203.

Offered: Fall and Winter

MUSC 450 Private Lessons (Concentration) (3 credits)

The interpretation and performance of repertoire, technical requirements, and sight reading will be studied on an individual basis. Open to B.Mus students only.

Prerequisite: MUSC 350

Corequisite: MUSC 430 or 440, 410, 411

Private Lesson: 1 hr.

*For transfer credit please refer to page 203.

Offered: Fall and Winter

MUSC 451 Private Lessons (Secondary) (1 credit)

In a secondary field of performance, repertoire, technical requirement, sight reading, and other skills will be studied on an individual basis.

Prerequisite: MUSC 351

Private Lesson: 1/2 hr.

*For transfer credit please refer to page 203.

Offered: Fall and Winter

MUSC 461 Class Piano (1 credit)

Piano repertoire, technical requirements, aural training, sight reading, accompaniment, improvisation and keyboard harmony are covered in this course. Available to majors in B.Mus. Program and to B.Ed. students.

Prerequisite: MUSC 361

Corequisite: MUSC 410, 411

Lecture: 2; Laboratory: 2

*For transfer credit please refer to page 203.

Offered: Winter

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Nursing

First-year general nursing**GNUR 100 Introductory Nursing Theory Adult/Elderly (4 credits)**

This fundamental nursing theory course introduces the philosophy and model of the nursing program. The biopsychosocial health of adult and elderly people is described in terms of fulfilling nine basic human needs. Environmental factors which influence fulfilment of each need are identified. Commonly occurring patterns of behaviour associated with need fulfilment and non-fulfilment are outlined. Promotion of need fulfilment is introduced as well as basic nursing care practices for hospitalized adults and elderly. The student will apply the nursing process at a beginning level in application exercises.

Lecture: 80 hours per semester

GNUR 102 Nursing Theory: Pharmacology I (1.5 credits)

The first of two courses, this introduction to the study of the nursing responsibilities related to medication administration emphasizes the application of basic mathematical skills in calculating drug dosage and intravenous flow rates. The legal implications of drug administration are outlined as well as the fundamentals of pharmacology. Selected categories of commonly prescribed medications are examined.

Lecture: 2

GNUR 103 Professional Nursing Interactions (1.5 credits)

This course is the first of a series of courses designed to give nursing students the knowledge and skills necessary to function in the acute care hospital setting, working within a nursing team and with other members of the health care team. It introduces basic communication strategies and techniques which nurses can use to facilitate positive nurse-patient interactions.

Lecture: 1; Seminar: 1

GNUR 110 Introductory Clinical Nursing Adult/Elderly (3 credits)

This clinical course will give students experience in providing safe, basic nursing care to adult and elderly patients on medical wards of acute care hospitals. Students will begin to use a nursing model as a basis for nursing practice. With direction from the instructor, students will apply the nursing process in selected patient care situations. Structured data collection tools will be used to guide the assessment of the biopsychosocial health of hospitalized patients.

Clinical: 12 (10 weeks)

GNUR 112 Nursing Psychomotor Skills I (2 credits)

This laboratory course is designed to provide the nursing student with the knowledge and expertise to perform identified psychomotor skills in the clinical area. The skills included are those related to the basic nursing care of selected elderly or older adult patients in acute care medical settings whose physical and emotional status is relatively stable.

Lecture: 2; Lab: 2.5

GNUR 200 Basic Nursing Theory: Adult (4 credits)

In this basic nursing theory course the steps of the nursing process are used to organize selected content relevant to providing nursing care to hospitalized adults experiencing commonly-occurring health problems affecting need fulfillment. A knowledge base is outlined for the nurse which describes associated environmental factors, characteristic patterns of behaviour, potential complications and medical management. Nursing care is emphasized related to assessing priority needs and reviewing standard care plans. Adaptation to individual needs is practised in application exercise.

Lecture: 74 hours per semester

GNUR 202 Nursing Theory: Pharmacology II (1.5 credits)

The second course in pharmacology continues the study of the nursing responsibilities related to the administration of medications. The nurse's role in providing a chemically safe environment when giving drugs to hospitalized adults and elderly persons is discussed. The emphasis is on outlining a fundamental knowledge base for the nurse regarding the therapeutic use of commonly prescribed drugs.

Lecture: 2

GNUR 203 Professional Nursing Interactions II (1.5 credits)

Course content builds on previously presented basic communication skills and concepts for nurses. Gazda's model of human relations development is used to describe communication strategies for nurses interacting with patients experiencing health problems. Professional issues related to the student's role in communicating within a health care team are outlined. The moral and legal rights of individuals using the health care system are described.

Lecture: 1; Seminar: 1

GNUR 210 Basic Clinical Nursing: Adult (4 credits)

In this clinical course, students will provide selected nursing care to adult patients on a surgical ward. They will anticipate and recognize patterns of behaviour and related environmental factors associated with specified commonly-occurring health problems and subsequent need nonfulfillment. Students will apply the nursing process with direction and supervision while providing routine preoperative and postoperative patient care within the nursing team.

Clinical: 14 hrs (11 weeks)

GNUR 212 Nursing Psychomotor Skills II (2 credits)

This laboratory course is designed to provide the nursing student with the knowledge and expertise to perform identified psychomotor skills in the clinical area. The skills included relate to the basic nursing care of selected adult patients with health problems requiring surgical intervention in an acute care hospital setting.

Lecture: 2; Lab: 2.5

GNUR 290 Introductory Nursing Theory and Psychomotor Skills - Access III (1 credit)

This course provides an overview of the Douglas College General Nursing program philosophy and model. It will include an introduction to N.A.N.D.A. terminology and its use as well as a review of application of the nursing process. Mathematics for calculation of medication dosages will be assessed. Selected psychomotor skills will be demonstrated and followed by practise to a predetermined level of competency. This course is designed for general nursing students enrolled in the Access III program.

Lecture: 8; Lab: 20 for 2 weeks

GNUR 299 Introductory Nursing Theory and Psychomotor Skills - Access I (1 credit)

This course provides an overview of the Douglas College General Nursing program philosophy and model. It will include an introduction to N.A.N.D.A. terminology, its use as well as a review of application of the Nursing process. Selected psychomotor skills will be demonstrated and followed by practise to a predetermined level of competency. This course is designed for general nursing students enrolled in the Access I Program.

Lecture: 8; Lab: 24 for 2 weeks

GNUR 301 Computers in Nursing (.5 credits)

This seven-week course designed for nursing students presents introductory theory and skills associated with developing computer literacy. Each student will have the opportunity to work with commonly-used application packages. Computer applications in health care settings are discussed along with the associated professional issues affecting nurses.

Lecture/lab: 2 hrs/wk (7 weeks)

GNUR 303 Professional Nursing Interactions III (1.5 credits)

This 7-week course introduces the theory related to the teaching-learning process, obtaining a nursing history and

group dynamics. The relevant communication skills will be practised in classroom activities.

Lecture: 4 (7 weeks)

GNUR 305 Nursing Theory: Mother/Newborn (2.5 credits)

This 7-week course introduces the childbearing and neonatal periods with the focus on need fulfilment of the postpartum mother and newborn infant. Environmental factors and patterns of behaviour which influence need fulfilment throughout the childbearing and neonatal periods are identified. The student will study the nursing care of the well postpartum mother and newborn infant in a hospital setting and apply the nursing process for the promotion of need fulfilment in classroom application exercises. Selected commonly occurring health problems of the childbearing woman and newborn infant are introduced.

Lecture: 7; Lab: 1 (7 weeks)

GNUR 306 Nursing Theory: Children (3 credits)

In this 7-week paediatric nursing theory course, the steps of the nursing process are used to organize selected content relevant to providing nursing care to the hospitalized child experiencing commonly occurring health problems affecting need fulfilment. A knowledge base is outlined for the student which describes significant aspects of normal growth and development, associated environmental factors, characteristic patterns of behaviour, potential complications and medical management. Nursing care is emphasized care given. Adaptation to an individual child's needs is practised in application exercises.

Lecture: 34 hrs; Lab: 14 hrs

Seminar: 14 hrs (7 weeks)

GNUR 307 Nursing Theory: Mental Health- Adult (3 credits)

This 7-week nursing theory course presents the role of the nurse in the hospital care of adults in acute psychiatric settings. A knowledge base is outlined for the student which builds on previous content mainly related to the needs for Perception and Meaning, Social Interaction and Self-Concept as well as content in the professional interactions courses. The focus is on the nursing care of individuals experiencing dysfunctional behaviour patterns associated with commonly- occurring mental health problems. Therapeutic communication skills will be practised in application exercises.

Lecture: 48 hrs; Lab: 16 hrs (7 weeks)

GNUR 315 Clinical Nursing: Mother/Newborn (2.5 credits)

This clinical course is designed to provide students with experience in the provision of nursing care to postpartum mothers and newborns within the acute hospital environment. Under direct supervision, students will be introduced to the nursing care of the woman during the labour and delivery. Students will apply theory in maternity nursing

and teaching and learning to selected childbearing situations and demonstrate integration of previous theory and skills.

Clinical: 15 hrs (7 weeks)

GNUR 316 Clinical Nursing: Children (2 credits)

This clinical course is designed to provide students with experience in implementing nursing care for the child within a family in the acute care setting. When providing nursing care, students will adapt previous nursing theory and psychomotor skills to the nursing care of children as well as apply current theory and skills. The emphasis will be on the special assessment skills required for the nursing care of children of various ages.

Clinical: 15 hrs (6 weeks)

GNUR 317 Clinical Nursing: Mental Health- Adult (2 credits)

This clinical course is designed to provide students with experience in applying nursing theory and skills in the care of selected adult patients in the acute psychiatric setting. Students will apply the nursing process and knowledge and skills acquired in previous and current nursing theory courses when caring for patients who are primarily experiencing need nonfulfilment with the needs for perception and meaning, social interaction and/or self-concept.

Clinical: 15 hrs (6 weeks)

GNUR 400 Intermediate Nursing Theory: Adult (3.5 credits)

In this intermediate nursing theory course the steps of the nursing process are used to organize selected content relevant to providing nursing care to hospitalized adults experiencing commonly occurring health problems affecting need fulfilment. A knowledge base is outlined for the nurse which describes associated environment factors, characteristic patterns of behaviour, potential complications and medical management. Nursing care s emphasizes related to assessing priority needs and reviewing standard care plans. Adaptation to individual needs and patient teaching is practised in application exercises.

Lecture: 72 hrs

GNUR 403 Professional Nursing Interactions IV (3 credits)

The characteristics of a profession provide the framework for this overview of selected professional nursing issues. Historical perspectives of nursing are given. Discussion will include such topics as ethics and values, safety to practice, standards of practice, nursing models as a basis for practice, collegiality within the profession and patient advocacy.

Lecture: 4

GNUR 410 Intermediate Clinical Nursing:Adult (4.5 credits)

In this clinical course, students will provide selected nursing care for adult patients on either medical or surgical

ward. They will learn to anticipate and distinguish patterns of behaviour and related environmental factors associated with commonly-occurring health problems and subsequent need nonfulfillment. Students will apply the nursing process more independently while providing patient care as a member of a nursing team.

Clinical: 15 hrs (12 weeks)

GNUR 412 Nursing Psychomotor Skills III (2 credits)

This laboratory course is designed to provide the nursing student with the knowledge and expertise to perform identified psychomotor skills in the clinical area. The skills included relate to the nursing care of selected adult patients with health problems requiring surgical intervention or medical management in an acute care hospital setting. Simulated clinical situations are presented to practice psychomotor skills in the context of the nursing assessment of need fulfillment.

Lecture: 2; Lab: 2.5

GNUR 500 Advanced Nursing Theory: Adult (3 credits)

This 7-week final nursing theory course addresses concepts relevant to the role of the graduate nurse in an acute care hospital setting. Three patient care studies are presented which involve the nursing care of adults experiencing health problems associated with complex need interrelationships. The emphasis is on integrating previous nursing theory with new knowledge to develop more advanced clinical problem-solving skills. Selected professional nursing interactions will also be discussed.

Lecture: 8 (7 weeks)

GNUR 510 Advanced Clinical Nursing: Adult (3 credits)

In this 7-week clinical course, students provide comprehensive nursing care to adult patients as a member of a nursing team on either a medical or a surgical ward opposite to the GNUR 410 assignment. With consultation, they are expected to integrate knowledge from previous theory, lab and clinical courses in the application of the nursing process.

Lab: 2; Clinical: 15 (7 weeks)

GNUR 620 Final Clinical Experience (12 credits)

This final clinical course involves 12 weeks of full-time experience as a member of nursing team on a medical or surgical ward. Under the guidance of an assigned Registered Nurse from the hospital, students gradually assume the responsibilities of the beginning graduate nurse. Students negotiate patient care assignments based on their identified learning needs. The instructor serves as a liaison and resource person to both students and hospital staff and has the final responsibility for student evaluation.

Clinical: 37.5 (12 weeks)

Lecture: 8; Lab: 4 (2 weeks)

Psychiatric Nursing (First Year)

The following courses listed in Semesters 1 and 2 are courses in the revised curriculum which will commence in September 1995.

PNUR 140 Health and Professional Practice (6.5 Credits)

The major emphasis of this course will be on the student's personal meaning of health & relationships with family, groups & community. Health assessment & promotion, phases of the nurse-patient relationship, attributes of caring, a communication model, roles & responsibilities within the profession will be introduced. Concepts of stress, anxiety, love & relatedness, resiliency, creativity, & physiological concepts related to body organization, support & movement, regulation & integration, maintenance & continuity will also be addressed. Experiential communication & psychomotor labs will be a component of this course.

Lecture: 6 hrs. Laboratory: 1.5 hrs. Seminar: 2 hrs.

PNUR 144 Health and Professional Practice (3 Credits)

This course introduces the student to the psychiatric nursing role. Students will have the opportunity to apply knowledge of psychiatric nursing concepts & skills, & to establish nurse-patient relationships & caring environments. Students will focus on developing personal self-awareness promoting health in selected clients in a variety of intermediate & mental health settings in the community. Using a conceptual framework, students will begin to assess & set priorities to organize care. Weekly seminars assist to integrate concepts across practice settings.

Clinical: 7 hrs Seminar: 2 hrs

PNUR 240 Living with Ongoing Health Challenges (6.5 Credits)

This course examines persons lived experiences with ongoing health challenges throughout the life cycle and the impact on harmony, healing and health within families, groups and communities. Concepts of chronicity, change, loss, grief, pain, comfort, hope, hopelessness, power, powerlessness and patterns of withdrawal and depression will be examined building on previous concepts and patterns. Professional relationships, ethical and legal issues will be explored. Experiential communication and psychomotor labs will be a component of this course.

Lecture: 6 hrs. Laboratory: 1.5 hrs Seminar: 2 hrs

PNUR 244 Practice: Ongoing Health Challenges (3 Credits)

This course introduces the student to the psychiatric nursing role. Students will have the opportunity to apply knowledge of psychiatric nursing concepts and skills, and establish nurse-patient/client relationships and caring environments. Students will focus on developing personal self-awareness and promoting health in selected clients in a variety of medical and mental health settings in the commu-

nity. Students will begin to assess and set priorities to organize care. Weekly seminars assist to integrate concepts across practice settings.

Clinical: 7 hrs Seminar: 2 hrs

The Following courses are courses in the present program. This curriculum is being phased out. The last intake was January 1995 until graduation in April 1997.

PNUR 300 Psychiatric Nursing Theory III: Common Health Problems - Surgical (4 credits)

This theory course builds upon PNUR 200 to provide psychiatric nursing students with further knowledge required in a surgical setting to provide nursing care to adults with commonly occurring health problems. The theory includes the effect of biopsychosocial stressors on need fulfilment as manifested by patterns of behaviour. Students are expected to integrate knowledge related to establishing therapeutic relationships, patient teaching, and growth and development.

Lecture: 6 hrs

PNUR 303 Psychiatric Nursing Interactions III (1.5 credits)

The course is the third in a series designed to provide psychiatric nursing students with communication skills to assist them in forming therapeutic relationships with patients in a surgical setting. Practice sessions in simulated situations will assist in further skill development of the facilitative, transition and action dimensions of the Gazda communication model. Principles of teaching and learning are applied in nurse-patient situations related to operative care and discharge planning. Interviewing techniques are practised to enable the student to gather information. Selected psychiatric nursing strategies to facilitate patients' problem-solving abilities are discussed.

Interactive Group Work: 2 hrs

PNUR 310 Psychiatric Nursing Clinical III: Common Health Problems - Surgical (5 credits)

This clinical course builds upon PNUR 210 and provides psychiatric nursing students with further experience in providing nursing care for adults of all ages in surgical setting. Students will apply theory from previous and concurrent nursing, pharmacology, biology and communication courses while using the nursing process. Students will carry out selected psychomotor skills in the clinical area.

Clinical: 15 hrs

PNUR 312 Psychomotor Skills III (2.5 credits)

This laboratory course is designed to provide the student with the knowledge and skill to perform selected psychomotor skills related to the surgical nursing care of individuals in acute care settings.

Lecture: 2 hrs; Laboratory: 2 hrs; Other: .5 hrs

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**Psychiatric Nursing
(Second Year)**

PNUR 400 Psychiatric Nursing Theory IV: Dysfunctional Patterns of Behaviour (4 credits)

This course focuses on the role of the psychiatric nurse in providing psychiatric nursing care to adults in acute psychiatric settings. Content builds on previous program content with emphasis on dysfunctional psychosocial patterns of behaviour and associated disorders which affect need fulfilment. Treatment modalities, societal issues and related B.C. mental health resources are outlined. Professional roles and functions of the psychiatric nurse are examined.

Lecture: 6 hrs

PNUR 403 Psychiatric Nursing Interactions IV (3 credits)

This course focuses on the development of therapeutic communication skills used in working with adult psychiatric patients with dysfunctional behaviour patterns in the nurse-patient relationship. Content and skills learned in earlier Psychiatric Nursing Interaction courses are built upon. The role of self-awareness and therapeutic use of self on the part of the psychiatric nurse and the therapeutic nurse-patient relationship is examined.

Interactive Group Work: 4 hrs

PNUR 410 Psychiatric Nursing Clinical IV: Dysfunctional Patterns of Behaviour (5 credits)

In this clinical course the student uses the nursing process to provide effective psychiatric nursing care in acute psychiatric settings for adult patients who are primarily experiencing psychosocial need non-fulfilment. Emphasis is placed on developing therapeutic relationships with individuals, applying psychiatric nursing theory and demonstrating advanced communication skills and assessment skills.

Clinical: 15 hrs

PNUR 500 Psychiatric Nursing Theory Va: Handicapping Conditions (2 credits)

This course focuses on the role of the psychiatric nurse in providing care to patients with selected handicapping conditions. Theory includes the effects of psychosocial stressors on need fulfilment as manifested by patterns of behaviour. Current and previous knowledge related to establishing therapeutic relationships, patient teaching, and growth and development is applied. The nurse's role in relation to legal/ethical issues, community resources and normalization is studied.

Lecture: 6 hrs

PNUR 502 Psychiatric Nursing Theory Vb: The Elderly (2 credits)

This course focuses on the psychiatric nursing care of the elderly. The theory includes the effects of biopsychosocial stressors as manifested by patterns of behaviour. Current and previous knowledge related to establishing therapeutic relationships, patient teaching, and growth and development is applied. The psychiatric nurse's role related to legal/ethical issues and community resources is studied. Lecture: 6 hrs

PNUR 503 Psychiatric Nursing Interactions V (3 credits)

This course focuses on the role of the psychiatric nurse in relation to groups. Theory of group dynamics and group process is presented. The student will develop beginning skills in planning, conducting and evaluating group activities for the elderly and those with handicapping conditions. Theory related to teaching and learning, growth and development, and patterns of behaviour is applied. Leadership styles, group member roles within the health team, as well as strategies to deal with problematic group member roles will be discussed.

Interactive Group Work: 4 hrs

PNUR 504 Psychiatric Nursing Theory Vc: The Chronically Mentally Ill in the Community (2 credits)

The content in this course provides an introduction to psychiatric nursing in the community. Theory is presented related to individuals with chronic mental illness and their families. Legal and ethical issues as well as treatment resources in B.C. and current trends in care of the chronically mentally ill are described. Developmental tasks of the family are presented. Current physiological stressors such as tuberculosis and sexually transmitted diseases are discussed.

Lecture: 6 hrs

PNUR 506 Psychiatric Nursing Interactions VI (1.5 credits)

This course is designed to assist the student to integrate psychiatric nursing interactions knowledge and skills learned in previous semesters. The student is expected to consistently apply selected communication skills and strategies when intervening with the chronically mentally ill. Legal and ethical issues related to the care of the chronically mentally ill are introduced. Teaching-learning needs of the chronically mentally ill are explored.

Interactive Group Work: 4 hrs

PNUR 510 Psychiatric Nursing Clinical Va: Handicapping Conditions (2.5 credits)

In this clinical course the student uses the nursing process to provide effective psychiatric nursing care for individuals with handicapping conditions in community and in-patient settings. Students are expected to apply knowledge of growth and development, teaching and learning, groups, normalization, therapeutic environment, and communication skills and theory to initiate, maintain, and terminate

therapeutic relationships.

Clinical: 15 hrs

PNUR 511 Psychiatric Nursing Clinical Vb: The Elderly (2.5 credits)

In this clinical course the student uses the nursing process to provide psychiatric nursing care for elderly individuals in assessment, short stay, and long term care settings. Students are expected to apply psychiatric nursing theory incorporating concepts from gerontology and psychogeriatrics in caring for those with patterns of behaviour reflecting need non-fulfilment and complex health problems. Knowledge related to culture and ethnicity, group dynamics, growth and development, and communication skills and theory is applied.

Clinical: 15 hrs

PNUR 512 Psychomotor Skills IV (1 credit)

This laboratory course is designed as a series of complex care simulations which require problem solving and competent performance of selected psychomotor skills.

Lab: 2 hrs

PNUR 514 Psychiatric Nursing Clinical Vc: The Chronically Mentally Ill (2.5 credits)

In this clinical course the student uses the nursing process to provide psychiatric nursing care for chronically mentally ill individuals. Students are expected to apply psychiatric nursing theory incorporating concepts related to inpatient and community-based care for those with dysfunctional patterns of behavior associated with psychosocial need non-fulfilment. Students are also expected to apply knowledge related to group dynamics, growth and development, teaching and learning, and communication skills and theory.

Clinical: 15 hrs

PNUR 590 Psychiatric Nursing Issues (1.5 credits)

This course focuses on professional issues relevant to psychiatric nursing practice. Current issues that affect the profession such as trends in mental health care, legal and ethical concerns, change, conflict resolution and culture and ethnicity are examined in depth.

Lecture: 2 hrs

PNUR 600 Advanced Psychiatric Nursing Concepts (3 credits)

This course prepares the student for a clinical preceptorship experience in a health care agency. Complex case study presentations are used to facilitate the integration of previous knowledge and skills. Typical organizational patterns, coordinating mechanisms, and quality control measures used in health care agencies are addressed. Principles of leadership including delegating and coordinating are included. A model for problem-solving and decision-making is reviewed. The principles of change theory are applied to clinical practice settings. The role of psychiatric nurses in a variety of practice settings and strategies for securing employment are discussed.

Lecture: 16 hrs

PNUR 610 Psychiatric Nursing Preceptorship (8 credits)

This clinical course is arranged as a preceptorship experience with placement in a variety of health care settings throughout the province. Students are expected to integrate knowledge and skills from previous semesters while functioning as full team members. Students assume the workload and responsibilities of a graduate psychiatric nurse under the one-to-one direction of a practising nurse. Clinical: 33.5 hrs

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**Advanced Diploma in
 Psychiatric Nursing**

PNUR 700 Professional Psychiatric Nursing Concepts (3 credits)

This distance learning course discusses theory development in nursing and applies selected nursing models to psychiatric nursing practice. Service delivery systems, current trends and issues for professional psychiatric nursing practice are surveyed. Roles and functions of disciplines practising on the Mental Health Care team are reviewed. The inter-relationship of the psychiatric nurses professional identity and nursing theory and concepts is explored.

Prerequisite: None

Student Directed Learning: 10 hrs

Offered: Fall and Winter

PNUR 702 Community Concepts for Psychiatric Nursing Practice (3 credits)

This distance learning course provides an overview of community from a systems theory perspective and in relationship to community mental health. Systems theory, key community and community mental health concepts will be addressed. The history of the evolution of mental health services will be included. There will be application of community concepts to client population by using selected assessment tools.

Prerequisite: PNUR 700 or concurrently

Student Directed Learning: 10 hrs

Offered: Fall, Winter and Summer

PNUR 704 Group Process in Psychiatric Nursing Practice (3 credits)

This distance learning course provides the theoretical bases of group practice combined with practical tools to assess group leadership and group interaction. The history of group treatment, common theories of group practice, the structure and function of groups, group problems and ethical issues are discussed. There will be opportunities to apply group concepts using selected assessment tools.

Prerequisite: PNUR 700 and PNUR 702

Student Directed Learning: 10 hrs.

Offered: Fall, Winter and Summer

PNUR 706 Health Assessment in Psychiatric Nursing Practice (6 credits)

This distance learning course explores the use of a conceptual framework to perform a holistic health assessment within the context of psychiatric nursing practice. Key concepts, variables and the inter-relationship of variables associated with the Neuman Systems Model are discussed. Emphasis is placed on applying the Neuman Systems Model to collect and analyze assessment data, and to formulate a nursing diagnosis. Use of the nursing process, facilitative communication skills, interviewing techniques, and assessment procedures are addressed.

Prerequisite: PNUR 700 and 702

Student Directed Learning: 20 hrs.

Offered: Fall, Winter and Summer

PNUR 708 Family Assessment for Psychiatric Nursing Practice (3 credits)

This distance learning course familiarizes students with family concepts and provides a systems framework for family assessment. The history of family theory development, selected family theories, family structure and function concepts and intervention strategies are discussed. There will be opportunities to apply family concepts using an assessment tool based on Neuman Systems Model.

Prerequisite: PNUR 700 and 702

Student Directed Learning: 10 hrs.

Offered: Fall, Winter and Summer

PNUR 710 Adjunctive Therapies - Issues and Interventions In Psychiatric Nursing Practice (3 credits)

This distance learning course assists students to determine the most relevant therapeutic approach. Current therapeutic approaches and issues are examined related to traditional therapies, self-growth techniques, therapeutic environments, crisis intervention and advanced pharmacology. Health care system complexities, health beliefs, legal and ethical concerns and strategies to influence the decision-making process are discussed. There will be opportunities to apply the concepts to psychiatric nursing practice.

Prerequisite: PNUR 700 and 702

Student Directed Learning: 10 hrs

Offered: Fall, Winter and Summer

PNUR 720 Clinical Focus Concepts for Psychiatric Nursing Practice (6 credits)

This distance learning course will enable the student to integrate theoretical concepts and to demonstrate their application for selected client systems. Emphasis is placed on critical thinking, professional role and function, systems relationships and psychiatric nursing practice issues.

Prerequisite: PNUR 700 to PNUR 710 and (BCIT) HMG 602

Student directed learning: 20 hours

Offered: Fall and Winter

PNUR 730 Application of Clinical Focus Concepts in Psychiatric Nursing Practice (9 credits)

This practicum course will assist the student to practice at an advanced level, demonstrating integration of knowledge and skills acquired in all previous courses. As well, the student will demonstrate the ability to apply knowledge and skills with a selected clinical focus.

Prerequisite: PNUR 700 to 710 and (BCIT) HMG 602

Clinical: 21 hours/week

Offered: Fall and Winter

Refresher Program for Psychiatric Nurses

PNUR 420 Psychiatric Nursing Refresher Program- Theory (3 credits)

This is a distance education course designed for graduate psychiatric nurses. Content will be presented in a self-paced, modular format. Physical and mental assessment skills, behaviour patterns of adult, adolescent, elderly and the mentally handicapped will be included. Content related to treatment modalities, including chemical therapy will be addressed. Elements of professional and ethical issues as well as information related to effective communication skills essential in a helping relationship are also included.

Prerequisite: None

Student Directed Learning: 10 hours

Offered: Fall

PNUR 421 Psychiatric Nursing Refresher Practicum (6 credits)

This clinical course is arranged as a preceptorship experience for students enrolled in the Refresher Program. In this four-week course the student is expected to demonstrate integration and application of the knowledge and skills covered in PNUR 420. The student will work with a practising nurse preceptor to apply knowledge and skills.

Prerequisite: PNUR 420

Clinical: 40 Hours/week x 4 weeks

Offered: To be negotiated with tutor and clinical agency

Office Administration

OADM 100 Keyboarding (2 credits)

This is a preparatory course for those with little or no skill in typewriting. The student learns the keyboard and progresses to 25 words per minute in touch-typing speed through instruction and practice on letter, number and symbol keys. The course will benefit any students who will be using computers.

Prerequisite: None

Lecture: 4; Laboratory: 6 (5 weeks)

Offered: Fall and Winter

OADM 101 Keyboarding Applications I (2 credits)

This five-week course emphasizes development of key-boarding speed and accuracy. The student learns to format basic business correspondence, reports, tables and forms.

Prerequisite: Typing speed of 25 net wpm.

Lecture: 4; Laboratory: 6 (5 weeks)

Offered: Fall and Winter

OADM 105 Microcomputer Basics (1 credit)

This course will provide the student with a basic working knowledge of microcomputers with emphasis on using DOS and Windows for file management. Topics include microcomputer components and configurations, operating system commands, and directory structures. This course will benefit students who use microcomputers for personal as well as business use.

Prerequisite: None

Lecture: 2; Laboratory: 3 (5 weeks)

Offered: Fall and Winter

OADM 114 Anatomy, Physiology and Medical Terminology I (3 credits)

This course is designed to teach the medical language by the study of prefixes, suffixes, root words, abbreviation and pronunciation of words. Anatomy and physiology are included in order to increase the understanding of the medical vocabulary. Terminology will better enable the medical office assistant student to prepare for work in all medical environments including the preparation of the student for medical transcription.

Prerequisite: None

Lecture: 4

Offered: Fall and Winter

OADM 130 Office Mathematics I (2 credits)

This course will explore the mathematical concepts and calculations used by office personnel. Some of the topics included are: trade and cash discounts, markup, exchange, duty, and sales taxes.

Prerequisite: None

Lecture: 4 (10 weeks)

Offered: Fall

OADM 131 Office Mathematics II (1 credit)

This course will explore the use of electronic printing calculators as an aid in solving business mathematical problems with emphasis on proper techniques and efficient application of some of the math concepts studied in OADM 130. Some of the topics include constant and multifactor multiplication, accumulative multiplication, constant division with accumulation of quotients, trade and cash discounts, proration, and percentage applications.

Prerequisite: OADM 130

Lecture: 2; Laboratory: 3 (5 weeks)

Offered: Winter

OADM 151 Medical Office Procedures (3 credits)

This course is designed to introduce the student to the secretarial duties and procedures required in a medical

office/hospital setting. Topics covered will include reception skills, appointments, telephone techniques, public relations, inventory control, mail processing, filing, and record management procedures. Time and stress management, interpersonal skills, medical laws and ethics will form an integral part of this course. The student will explore job search, screening and interview techniques.

Prerequisite: None

Lecture: 2; Seminar: 2 (15 weeks)

Offered: Fall and Winter

OADM 201 Keyboarding Applications II (2 credits)

This five-week course will enable the student to become proficient in the production of complex business correspondence, advanced tables, financial statements, forms, and specialized reports. Speed and accuracy development is included.

Prerequisite: OADM 101 or proof of typing speed of 35 net wpm.

Lecture: 4; Laboratory: 6 (5 weeks)

Offered: Fall and Winter

OADM 202 Medical Transcription (4 credits)

This course is designed to apply the principles of medical transcription practices. Emphasis is placed on speed development and the transcribing of machine recorded medical information. Students will transcribe from both conventional English and foreign accent tapes.

Prerequisite: OADM 301 & 114 or permission

Corequisite: OADM 214 or permission

Lecture: 4; Laboratory: 6 (10 weeks)

Offered: Winter and Fall

OADM 204 Office Dynamics I (2 credits)

This course provides an introduction to basic office systems and highlights office worker skills required in industry.

Topics covered will include time and stress management, reception techniques, telephone skills, mail, business research, worker rights and privileges, organizational structure, organization of and participation in meetings, as well as basic records management concepts. Emphasis will be placed on the oral aspects of reception and telephone communications.

Prerequisite: None

Lecture: 3; Seminar: 1 (10 weeks)

or

Lecture: 6; Seminar: 2 (5 weeks)

Offered: Fall and Winter

OADM 205 Office Dynamics II (1 credit)

This course will cover methods to obtain employment and achieve career mobility in an office environment. Topics covered will include goal setting, personal skill and interest evaluation, identifying career choices, job search techniques, interviews, employee interaction and career advancement.

Prerequisite: None

Lecture: 2; Seminar: 2 (5 weeks)

Offered: Fall and Winter

OADM 209 Machine Transcription (1 credit)

This course is designed to teach the student to transcribe business correspondence from machine dictation, combining typewriting and communication skills. A review of grammar, spelling, punctuation, and transcription style is included.

Prerequisite: Proof of typing speed of 40 net wpm.

Lecture: 2; Laboratory: 3 (5 weeks)

Offered: Fall and Winter

OADM 214 Anatomy, Physiology and Medical Terminology II (3 credits)

This course is designed to further the necessary language skills of the Medical Office Clerical Assistant. It includes the circulatory, skeletal, muscular, integumentary and endocrine systems. The causes, transmission and treatment of diseases of the above systems are discussed. The medical vocabulary and knowledge necessary for the medical office assistant in the specialty areas of oncology, nuclear medicine, radiology, and psychiatry are included.

Prerequisite: OADM 114

Lecture: 4

Offered: Winter and Fall

OADM 215 Introduction to Legal Office Procedures (1 credit)

This five-week course introduces the students to the functions and duties of the legal secretary in British Columbia. Subjects covered will include preparation of correspondence, office forms and simple legal documents, legal record keeping and billing, legal terminology, citations and court systems.

Prerequisite: OADM 301 or 50 wpm.

Lecture: 2; Laboratory: 3 (5 weeks)

Offered: Fall and Winter

OADM 216 Legal Office Procedures - Wills and Estates (2 credits)

This course introduces the student to the functions and duties of a legal secretary in a British Columbia law firm working in the area of wills and estates. Subjects covered will include terminology and rules relating to preparation and handling of wills, codicils, correspondence regarding estates, and documents involved in probating an estate, including applying for grants, transferring the deceased's assets, passing accounts and winding up an estate.

Prerequisite: OADM 215

Lecture: 4; Laboratory: 6 (5 weeks)

or

Lecture: 2; Laboratory: 3 (10 weeks)

Offered: Fall and Winter

OADM 217 Legal Office Procedures - Corporate Law (2 credits)

This course introduces the student to the functions and duties of a legal secretary working in the area of corporate law in British Columbia. Corporate law subjects will include the formation and dissolution of proprietorships and partnerships. Terminology and rules relating to preparing and handling legal correspondence and documents in-

volved in non-reporting companies will be emphasized.

Prerequisite: OADM 215

Lecture: 4; Laboratory: 6 (5 weeks)

Offered: Fall and Winter

OADM 223 Database Software Applications (1 credit)

This is a *hands-on* microcomputer course designed for students already proficient in keyboarding concepts and applications. This course will provide the skills necessary to use database management applications in an office environment. Emphasis will be placed on accuracy of data input.

Prerequisite: Proof of typing speed of 25 NWPM.

Lecture: 2; Laboratory: 3 (5 weeks)

Offered: Winter

OADM 224 Spreadsheet Software Applications (2 credits)

This is a *hands-on* microcomputer course designed for students already proficient in keyboarding concepts and applications. This course will provide the skills necessary to solve problems using spreadsheet applications in an office environment. Emphasis will be placed on accuracy of data input.

Prerequisite: Proof of typing speed of 25 wpm

Lecture: 2; Laboratory: 3 (10 weeks)

Offered: Winter

OADM 226 Electronic Publishing (1 credit)

This course is designed to give office systems students exposure to the advantages of an electronic publishing program in producing business documents with a professional appearance. The students will learn to integrate their word processing skills with electronic publishing. Topics will include typesetting terminology, page design and the basic operation of an electronic publishing program.

Prerequisite: OADM 105 or permission; Proof of typing speed of 25 net wpm.

Corequisite: OADM 309

Lecture: 2; Laboratory: 3 (5 weeks)

Offered: Winter

OADM 230 Bookkeeping I (2 credits)

This course introduces the student to the theory and practice of bookkeeping to trial balance. Many of its concepts will be developed and practised using doctors, dentists, lawyers, and other similar non-merchandising businesses. Topics include: business organizations, debits and credits, journals, ledgers, trial balance, deposits, cheques, bank reconciliations, and petty cash.

Prerequisite: None

Lecture: 4 (10 weeks)

Offered: Fall and Winter

OADM 233 Computer Bookkeeping I (1 credit)

This course will introduce students to the concepts and practices of bookkeeping on computers. Students are guided through a series of steps where they will learn a popular accounting program, set up the books for a service

business, process one month's business transactions and print reports. Acceptable operating procedures will be emphasized.

Prerequisite: OADM 105 and 230 or equivalent.

Lecture: 2; Laboratory: 3 (5 weeks)

Offered: Fall and Winter

OADM 236 Payroll (1 credit)

This course covers all aspects of payroll including: personnel files; timesheets; hourly, salary and commission earnings; statutory and voluntary deductions; labour distribution; remittances; T4's and Worker Compensation Board reports.

Prerequisite: OADM 130 and 230 or equivalent

Lecture: 2; Laboratory: 3 (5 weeks)

Offered: Winter

OADM 240 Business Communications and Procedures (3 credits)

This course is designed to enhance written and oral business communications as they pertain to the office in a global business environment. The effective relay and interpretation of verbal office messages are addressed. Composition of business messages are addressed. Composition of business messages for transmission by conventional and electronic methods is the major objective of the course.

Prerequisite: None

Lecture: 4

Offered: Fall and Winter

OADM 252 Medical Billing (2 credits)

This 10-week course is designed to introduce the student to all facets of Medical Billing. The student will become familiar with procedures and forms related to Workers' Compensation, I.C.B.C., Department of Indian and Northern Affairs, Department of Veteran's Affairs, R.C.M.P., Out-of-Province billing, and Medical-Legal billing. Emphasis is placed on understanding the Preamble and Fee Schedule from the Medical Services Plan of British Columbia and using this knowledge to complete medical services plan claim cards and processing claims by computerized billing.

Prerequisite: OADM 105

Lecture: 2; Laboratory: 3 (10 weeks)

Offered: Fall and Winter

OADM 261 Pharmaceutical Terminology (1 credit)

This five-week course is designed to introduce the student to pharmaceutical terms. Students will receive the knowledge necessary to communicate messages between pharmacists and physicians regarding the ordering and reordering of prescription medication. The major emphasis is on the spelling and pronunciation of the most commonly-ordered prescription medications. The study of abbreviations and symbols used in prescriptions will also be covered.

Prerequisite: OADM 114

Corequisite: OADM 214

Lecture: 4; (5 weeks)

Offered: Fall and Winter

OADM 301 Keyboarding Applications III (2 credits)

This course is designed around a series of integrated projects combining advanced skills development and document formatting. Speed and accuracy will be developed through intensive drills and timed writings.

Prerequisite: OADM 201 or proof of typing speed of 40 net wpm.

Lecture: 4; Laboratory: 6 (5 weeks)

Offered: Fall and Winter

OADM 308 Word Processing - Microsoft Word for Windows (3 credits)

This course is designed to provide the student with in-depth practical and theoretical knowledge of the functions and application of a widely-used and current word processing program. Topics will include procedures for creating, formatting, editing and printing text and file management. In addition, a selection from the following topics will be included: spellchecking, merging, sorting, paragraph assembly, footnotes and endnotes, macros, columns, outlines, graphics and math.

Prerequisite: Proof of typing speed of 25 net wpm

Corequisite: OADM 105 is advised if no previous micro-computer experience.

Lecture: 2; Laboratory: 3 (15 weeks)

Offered: Fall and Winter

OADM 309 Word Processing - WordPerfect (3 credits)

This course is designed to provide the student with in-depth practical and theoretical knowledge of the functions of a widely-used and current word processing program on the personal computer. Topics will include procedures for creating, formatting, editing and printing text and file management. In addition, a selection from the following topics will be included: spell-checking, merging, sorting, paragraph assembly, footnotes and endnotes, macros, columns, outlines, and math.

Prerequisite: Proof of typing speed of 25 net wpm.

Corequisite: OADM 105 is advised if no previous micro-computer experience.

Lecture: 2; Laboratory: 3 (15 weeks)

Offered: Fall and Winter

OADM 315 Legal Office Procedures - Litigation (3 credits)

This course introduces the student to the functions and duties of a legal secretary working in the area of civil litigation in British Columbia. Subjects covered will include terminology and rules relating to preparing and handling legal correspondence and documents in civil litigation actions or matters.

Prerequisite: OADM 215

Lecture: 6; Laboratory: 9 (5 weeks)

or

Lecture: 2; Laboratory: 3 (15 weeks)

Offered: Winter and Fall

OADM 317 Legal Procedures - Conveyancing (3 credits)

This course will introduce the student to the functions and duties of the legal secretary working in the area of Conveyancing in a British Columbia law firm. Subjects covered will include conveyancing terminology and rules relating to the preparation, execution and registration of documents filed in the Land Title Office to register an interest in land.

Prerequisite: OADM 215

Lecture: 6; Laboratory: 9 (5 weeks)

or

Lecture: 2; Laboratory: 3 (15 weeks)

Offered: Fall and Winter

OADM 318 Legal Office Procedures - Family Law (2 credits)

This course introduces the student to the functions and duties of a legal secretary working in areas of family law in British Columbia. Family law subjects will include terminology and rules relating to preparing and handling legal correspondence and documents involved in marriage, separation, undefended divorces and defended divorce actions.

Prerequisite: OADM 215

Lecture: 2; Laboratory: 3 (10 weeks)

Offered: Fall and Winter

OADM 321 Legal Transcription (2 credits)

This five-week course is designed to develop legal document and correspondence machine transcription skills. Accuracy and speed development are emphasized. Students apply procedures and formats learned in their pre- and co-requisite courses.

Prerequisite: OADM 209 and 215, 217, 315, 317, 318

Corequisite: OADM 216, 309

Lecture: 4; Laboratory: 6 (5 weeks)

Offered: Fall and Winter

OADM 325 Clinical Office Procedures (3 credits)

This course is designed to enable the Medical Office/Hospital Assistant to perform basic clinical techniques including the use of medical equipment. The student will perform basic laboratory tests and assist the physician with specific examinations and procedures. Emphasis is placed on the role of the medical secretary as a link between the doctor and other medical testing and treatment facilities.

Prerequisite: None

Lecture: 2; Laboratory: 3 (15 weeks)

Offered: Fall and Winter

OADM 330 Bookkeeping II (2 credits)

In this course the student will be introduced to the theory and practice of purchasing, sales, and bookkeeping procedures for merchandising businesses. Topics include: purchasing concepts, inventory control, periodic and perpetual inventory methods, cash payment systems, vendor statements and reports, sales concepts, sales tax reporting, cash receipts, customer statements and sales reports.

Prerequisite: OADM 130, 230 or equivalent

Lecture: 4 (10 weeks)

Offered: Winter

OADM 333 Computer Bookkeeping II (2 credits)

This course will advance the student's computerized bookkeeping knowledge and skills to include inventories and inventory control, payrolls, and project/job cost allocation. The student will set up the books for a whole-sale distribution business and process a large volume of transactions in accordance with acceptable operating procedures.

Prerequisite: OADM 105, 230 and 233 or equivalent

Corequisite: OADM 334, 236 and 330

Lecture: 2; Laboratory: 3 (10 weeks)

Offered: Winter

OADM 334 Office Financial Procedures (3 credits)

This course will introduce financial option students to various specific situations of a mathematical and/or a bookkeeping nature for consideration, discussion, and resolution. Topics include transactions involving interest calculations, selected periodic transactions, partnership and shareholder transactions, expense proration, and percentage analysis.

Prerequisite: OADM 130, 230

Corequisite: OADM 330

Lecture: 4 (15 weeks)

Offered: Winter

OADM 395 Office Work Experience (3 credits)

This is a four-week course designed to enable students completing the Office Administration Program to acquire practical experience in an office environment. Students will prepare for a three-week office experience by attending scheduled pre-course information meetings and applying previously learned job-search techniques. The final week of the course will include preparation and presentation of an oral report.

Prerequisite: Successful completion of all program specific courses, and attendance at scheduled pre-course information meetings, or permission

Offered: January and May

OADM 420 Information Processing Concepts (2 credits)

This course will update the technological progress of office automation and relate technologies to their appropriate functions as information support tools. It also examines the skills and responsibilities of the new information worker, and reviews the optimum systems necessary for increased productivity. Future trends in information processing are included.

Prerequisite: OADM 105 or Cisy 110

Lecture: 2 (10 weeks)

Offered: Winter

OADM 430 Systems Administration (3 credits)

This course focuses on a total information processing system by examining methods of integrating electronic technologies such as data processing, word processing, communications, electronic mail, micrographics and reprographics. Included are strategies for improving productivity by automating office systems and organizing an administrative support system.

Prerequisite: OADM 308 or 309 or Cisy 110

or Instructor permission

Lecture: 4

Not Offered: 95/96.

OADM 450 Automated Financial Planning and Control (3 credits)

This course is designed to assist the supervisory student in using microcomputers together with appropriate software packages for planning and controlling financial events at the departmental level. In addition to reviewing the necessary theory and basic operating procedures, the student will be introduced to the use of software for the practical preparation of budgets and schedules, keeping records, and data interchange to facilitate appropriate presentations, comparisons, and analysis.

Prerequisite: OADM 350 and Cisy 110 or ACCT 110, BUSN 330, and Cisy 110

Lecture: 2; Laboratory: 3 (15 weeks)

Offered: Winter

Not Offered: 95/96.

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Philosophy

Philosophy provides a way of integrating our intellectual heritage into our contemporary existence, and encourages us to discover central connections amongst the emotional, rational, spiritual, ethical, social, and cultural aspects of life. Philosophy emphasizes thinking as a pleasurable end in itself, as a critical method of enquiry, and as a way of developing creative theories and hypotheses which enable us to take a new look at things.

Any 100-numbered philosophy course will serve as an introduction to philosophy. However, most students will prefer to have the type of foundation offered by Philosophy 101, 102, and/or 103 before going on in philosophy. Philosophy 101 is particularly recommended, because it provides a foundation in philosophical reasoning and the theory and practice of argumentation.

The 100-level courses numbered above 150 (Phi 151, 152, & 170) focus more directly on philosophical theories than lower numbered courses; and although they are more advanced, they do not presuppose a previous acquaintance with philosophical subject matter.

Philosophy courses numbered above 200 (Phi 201 and 250) presuppose an even greater degree of philosophical maturity and independent thinking than do 100-level philosophy courses numbered above 150, and generally have prerequisites. Students with the relevant interests and abilities may go directly from a lower 100-numbered philosophy course to Phi 250, though others may prefer to have more philosophical theory first.

General Transfer Information

All Douglas College philosophy courses receive transfer credit from Simon Fraser University, University of British

Columbia, University of Victoria and the Open University. For specific transferability information, see course descriptions.

PHIL 101 Critical Thinking (3 credits)

This course examines the basic nature of reasoning and the fallacies which prevent effective thinking. Emphasis will be upon understanding the logical structure of argument and on recognizing the influence of emotional and rhetorical persuasion in media presentations, political discussions, advertisements, general academic writings, and one's own arguments. Students will also have the opportunity for their own arguments to be assessed by others. Both the theory and practice of effective thinking are covered. There is a greater emphasis upon the popular presentation of oral and written arguments than in Philosophy 201. Critical Thinking is highly recommended to all students in occupational and academic programs, and provides an important foundation for further work in philosophy.

Prerequisite: None

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Fall and Winter

PHIL 102 Values and Contemporary Issues (3 credits)

How can one develop answers to questions of value in this complex age? How can one think more clearly and humanly about issues confronting one's life and one's society? How can one live as an aware being who is genuinely responsive to one's own needs and to the needs of others? This course considers these questions by exploring the moral and human issues involved in such topics as abortion, capital punishment, racial and sexual discrimination, individual liberty, the moral majority, capitalism, technology, and education; and it endeavours to lead the student to an understanding of the more deeply rooted philosophical problems which give rise to the perplexities concerning these topics. PHIL 102 will serve as a foundation for further work in philosophy.

[Note: The format and topics may vary. Some sections of the course may focus more extensively on issues in medical ethics, others on issues pertaining to the relation of morality to the law, and still others on different topics. So individual instructors' course descriptions should be consulted.]

Prerequisite: None

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Fall and Winter

PHIL 103 Knowledge, Reason and Experience (3 credits)

What, if anything, do we really know? How do we know it? When do we really have knowledge as opposed to mere belief or opinion? This course will consider these questions in the context of traditional philosophical problems about the nature and possibility of personal, religious, metaphysical, scientific, and logical knowledge. Ideas of philosophers such as Plato, Descartes, Hume, Russell, Wittgenstein, and Sartre will also be considered. Emphasis will be upon students self-

reflectively developing their own positions on matters which may be of philosophical concern to them, such as free will, or religious knowledge. PHIL 103 will serve as a foundation for further work in philosophy and is highly recommended as an elective for students in all other areas.

Prerequisite: None

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Fall and Winter

PHIL 121 Medical Ethics (3 credits)

What rights do patients and clients have? What obligations do medical practitioners have? When, if ever, is lying to a patient justified? How much should a patient be told? When, if ever, is it justifiable to interfere with a patient's liberty for their own good? How important is confidentiality? How can death best be defined? How important is the autonomy of the elderly and the mentally challenged? When, if ever, is experimentation justified on human subjects? What ethical constraints are there on animal experimentation? When is a health care system just? How should scarce medical resources be rationed? This course will consider many of these questions, and other related issues. The ethical dimensions of topics such as AIDS, refusal of medical treatment, surrogate motherhood, and genetic engineering may also be considered. Students will be briefly introduced to the fundamentals of ethical theory and decision making. The theory will often be applied in the discussion of various answers.

Prerequisite: None

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

PHIL 122 Business Ethics (3 credits)

What place does ethics have in business? What responsibilities, if any, do managers and professionals have to society? Are corporations moral agents with moral responsibilities distinct from the responsibilities their managers may have as individuals? What rights should workers have to health and safety in the workplace? What rights to equality and non-discrimination do applicants, workers and managers have? How should any existing inequalities be addressed? Just how loyal should workers and managers have to be? Is there really anything wrong with deception and dishonesty in order to further important ends? What place does ethics have in advertising? In international business interactions? What questions of the environment arise? This course will consider many of these issues and other related issues. Students will be briefly introduced to the fundamentals of ethical theory and decision making. The theory will often be applied in the discussion of various answers.

Prerequisite: None

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

PHIL 123 Environmental Ethics (3 credits)

How important is the environment? How significant are the various components of the environment - forests, land, wilderness, species, ecosystems? Is the value they have

directly dependent upon human needs and interests? How important are the interests of the generations of unborn humans, and of non-human animals? How high a priority should the developing global community make the protection of the environment? How much should world concerns about the environment be allowed to interfere with a competitive international economic market, or with the socio-economic progress of developing economies of the world? In the face of these concerns, how much economic growth is still viable for the more economically developed countries? How much might socio-economic systems be changed, and in what direction? These are the types of questions that this course will consider. It will attempt to understand the fundamental assumptions involved in the various stances taken on these questions; and it will explore ethical perspectives and theories which may help us more adequately to answer these questions.

Prerequisite: None

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

PHIL 135 Asian Philosophy (3 credits)

What are the limits of human experience? What is the ultimate ground of existence? In what does self-realization consist, and what path or paths are best followed in pursuit of self-realization? These central questions of philosophy have received distinctive answers within the various traditions of Asian philosophy. In this course we will be exploring the variety of responses to these questions given by Asian philosophers, and particularly the responses of Vedantists, the early Buddhists, the Taoists, Confucians, and Zen Buddhists. Emphasis will be on the doctrines of Universal Self, no self, the Way, humanistic wisdom, and enlightenment, and on the relevance of these to contemporary philosophical, ethical, environmental and political concerns.

Prerequisite: None

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

PHIL 151 Society and the Individual (3 credits)

This course introduces students to philosophical reasoning about social, political and moral existence. Issues and theories raised by such thinkers as Plato, Aristotle, Hobbes, Rousseau, Kant, Mill, Nietzsche, and Marx, as well as by contemporary philosophers, will be explored. Topics may include political obligation, social and political liberty, human nature, egoism, relativism, utilitarianism and autonomy. Students will be encouraged to develop their own thinking about the topics covered. This course is recommended to those students who want an introduction to fundamental philosophical ideas as part of their liberal arts education. It will also serve as a foundation for further work in philosophy.

Prerequisite: None (Recommended: PHIL 101, 102 or 103)

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Fall

PHIL 152 Reality and Existence (3 credits)

This course introduces students to philosophical reasoning about reality and human nature. Metaphysical questions raised by traditional and contemporary philosophers, (e.g., Plato, Aristotle, Descartes, Wittgenstein, and Sartre) will be considered, and a variety of answers will be explored. Topics may include mind and body, personal identity, the self, consciousness, God, the nature of metaphysics, free will and life after death. Students will be encouraged to develop their own ideas about the issues covered. This course may be taken by those students who want an introduction to fundamental philosophical ideas as part of their liberal arts education. It also provides a foundation for further work in philosophy.

Prerequisite: None (Recommended PHIL 101, 102, 103 or 151)

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Winter

PHIL 170 Philosophy and Religion (3 credits)

The student will be introduced to the main philosophical ideas involved in major world religions, including the Judeo-Christian tradition. Some of the following topics will be considered: what religion is, the problem of evil, the nature of mysticism, various conceptions of God, types of considerations for accepting spiritual reality, the relation between reason and faith, comparison of Eastern and Western approaches to religious existence, and an examination of sociological and psychological accounts of religious belief. Students will be encouraged to develop their own philosophical assessment of the issues which are involved in the topics chosen.

Prerequisite: None

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Fall and/or Winter

PHIL 201 Logical Reasoning (3 credits)

This course enables students to develop their ability to reason by introducing them to abstract logical concepts. The primary focus will be upon recognizing the logical structure of statements and arguments, and upon understanding how to connect statements together into good arguments. Topics will include meaning, types of statements, symbolism, logical connectives, logical relations, basic deductive inferences, truth-tables, validity, invalidity, soundness, inductive reasoning, probability, and the testing of scientific hypotheses. Emphasis will be upon acquiring a basic working knowledge of most of the topics covered.

Prerequisite: Philosophy 101, or Instructor Permission

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Winter

PHIL 250 Search for Selfhood: Existentialism (3 credits)

In the context of an existential search for self, existentialism centres on the pressing realities of existence: freedom, responsibility, time, death, authenticity. It attempts to recover in human experience the place of feeling, imagination and myth, subjective as well as objective avenues of truth, and the open perception of world and self in a relation in which ideology does not blind. The prospect of a new existence thus unfolds. Representative thinkers include: Camus, Kierkegaard, Nietzsche, Heidegger, Sartre, and May.

Prerequisite: One philosophy course or Instructor Permission
Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Fall and/or Winter

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Physical Education, Recreation and Coaching

Students are advised to contact an academic advisor for program planning and to the current calendar and transfer guide of the receiving institution prior to registration.

PHED 103 Conditioning for Sport and Physical Activity (3 credits)

This course provides an overview of the concepts of physical fitness. The topic areas include physical fitness assessment, the principle of health-related and skill-related fitness and the effects of exercise. Students will perform a variety of conditioning methods as well as experience the design and application of exercise programs.

Prerequisite: None

Lecture/Practice: 4

*For transfer credit please refer to page 203.

Offered: Fall and Winter

PHED 105 Introduction to the Study of Sport (3 credits)

A study of the classifications of leisure, play, games, contests, and dance sport, together with an understanding of their relationships. This is one of the three courses required in the first year and designed to provide the basis with which to understand the field of Physical Education.

Prerequisite: None

Lecture: 3; Seminar: 1

*For transfer credit please refer to page 203.

Offered: Fall

PHED 163 Biodynamics of Physical Activity (3 credits)

This course will provide the student with a knowledge of the mechanical, anatomical and physiological aspects of human athletic performance. It is one of the three theory courses required in the first year and is designed to provide the basis with which to understand the field of Physical Education.

Prerequisite: None

Lecture: 2; Laboratory: 2

*For transfer credit please refer to page 203.

Offered: Fall

PHED 164 Dynamics of Motor Skill Acquisition (3 credits)

The main topics of this course are motor skill acquisition, the variables which influence the learning and performance of motor skills, and the relationship between skill acquisition and growth and development. It is one of three theory courses required in the first year and is designed to provide the basis to understand the field of Physical Education.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Winter

PHED 180 Introduction to Sports Injuries (3 credits)

In this course, the basic principles of sports aid will be examined from theoretical and practical viewpoints. Students will learn about the field of athletic training and about sport safety. Common sports injuries will be studied along with the principles of taping associated with the care of these injuries. This is an introductory course in sports injuries.

Lecture/Practice: 4

*For transfer credit please refer to page 203.

Offered: Fall and Winter

PHED 192 Topics in Human Nutrition (3 credits)

This course will provide students with a knowledge of the basic principles of human nutrition in respect to essential food intake. Assessment of personal nutritional needs, the nutritional values of local and processed foods, and the acute nature of global nutritional problems will be investigated.

Prerequisite: None

Lecture: 2; Laboratory: 1; Seminar: 1

*For transfer credit please refer to page 203.

Offered: Fall

PHED 195 Physical Growth and Motor Development (3 credits)

In this course students will examine the physical growth and motor development of the first two decades of life, with particular reference to the effects of physical activity and growth development and health. Developmental differences in the motor abilities of children will be studied.

Prerequisite: None

Lecture/Discussion: 4

*For transfer credit please refer to page 203.

Offered: Fall and Winter

PHED 205 Sport in Canadian Society (3 credits)

This course will examine the evolution and the development of the Canadian sports and leisure delivery system. The course will identify the pressures and forces which have led to the structural development of amateur sport

and leisure organizations at the local, provincial and national levels.

Prerequisite: PHED 105

PHED 263 Analysis of Individual Sport and Dance Performance (3 credits)

This course involves the analysis of individual sport and dance performance. Topics include skill analysis, error detection, error correction and the application of sport science principles. An emphasis is placed on aesthetics, and the importance of form in performance evaluation.

Prerequisite: None

Lecture/Practice: 4

*For transfer credit please refer to page 203.

Offered: Winter

PHED 292 Leisure and Sports Events Management (3 credits)

This course will examine the tactics and strategies used to successfully develop and manage leisure and sports events that meet the needs of participants and various stakeholder groups.

Prerequisite: None

Lecture/Discussion: 4

Offered: Fall and Winter

PHED 300 The Analysis of Performance in Team Sports (3 credits)

In this course selected team sports will be used as models for analysis. Topics include the study of the purposes of analysis, the study of the common elements in team sports, and an examination of analysis methods and procedures.

Prerequisites: None

*For transfer credit please refer to page 203.

Offered: Fall and Winter

PHED 309 Mechanics and Kinetics of Human Movement (3 credits)

This course is an introduction to the laws of physics as applied to human movement and athletic performance. Coverage will include an examination of the biomechanical systems of the human body with respect to the forces developed during physical activity as well as biomechanical analysis of specific sport skills and an introduction to the research tools of bio-mechanics.

Prerequisite: BIOL 209 or BIOL 304 and BIOL 404

Offered: Fall

PHED 311 Performance Analysis: Tennis & Badminton (3 credits)

This course will provide students with a knowledge of the theory and practice of tennis and badminton. Emphasis will be upon the student demonstrating both performance skills and strategies and understanding how to analyze the biomechanical, physiological, psychological, technical and tactical aspects of both sports.

Corequisite: PHED 263 or Instructor Permission

Lecture/Practice: 4

PHED 312 Performance Analysis: Gymnastics & Dance (3 credits)

This course will provide students with the theoretical knowledge and practical application of skills, gymnastics and dance. Emphasis will be upon the student demonstrating performance skills, strategies and understanding how to analyze the biomechanical, physiological, psychological, technical and tactical aspects of both sports.

Corequisite: PHED 263 or Instructor Permission

Lecture/Practice: 4

PHED 313 Performance Analysis: Track and Field and Swimming (3 credits)

In this course, the sports of track and field and swimming will be analyzed from theoretical and practical points of view. The essential nature of each sport will be studied, along with critical performance factors. Topics include the analysis of each sport, as well as the study of the respective techniques and strategies of the two sports.

Prerequisite: Nil

Corequisite: PHED 263

PHED 314 Performance Analysis: Wrestling and Judo (3 credits)

In this course, the combatant sports of wrestling and judo will be analyzed from theoretical and practical points of view. Emphasis will be upon students demonstrating knowledge of the nature, performance and strategies of each sport and understanding how to analyze the biomechanical, physiological, psychological, technical and tactical aspects of both sports.

Prerequisite: Nil

Corequisite: PHED 263

PHED 321 Performance Analysis: Volleyball & Basketball (3 credits)

In this course, the sports of volleyball and basketball will be analyzed from theoretical and practical points of view. The essential nature of each sport will be studied, along with critical high performance factors. Topics include the qualitative and quantitative analysis of each sport, as well as the study of the respective techniques, tactics and strategies of each sport.

Corequisite: PHED 300 or Instructor Permission

Lecture/Practice: 4

PHED 322 Performance Analysis: Rugby & Soccer (3 credits)

In this course, the sports of rugby and soccer will be analyzed from theoretical and practical points of view. The essential nature of each sport will be studied, along with critical high performance factors. Topics include the qualitative and quantitative analysis of each sport, as well as the study of the respective techniques, tactics and strategies of each sport.

Corequisite: PHED 300 or Instructor Permission

Lecture/Practice: 4

PHED 323 Performance Analysis: Lacrosse and Wheelchair Basketball (3 credits)

In this course, the sports of lacrosse (box lacrosse and inter-lacrosse) and wheelchair basketball will be analyzed from theoretical and practical points of view. The essential nature of each sport will be studied, along with critical performance factors. Topics include the qualitative and quantitative analysis of each sport, as well as the study of the respective techniques, tactics and strategies of the two sports.

Prerequisite: PHED 300

PHED 324 Performance Analysis: Team Handball and Water Polo (3 credits)

In this course, the sports of team handball and water polo will be analyzed from theoretical and practical points of view. The essential nature of each sport will be studied, along with critical performance factors. Topics include the qualitative and quantitative analysis of each sport, as well as the study of the respective techniques, tactics and strategies of the two sports.

Prerequisite: PHED 300

PHED 362 Physical Activity for People with Varying Abilities (3 credits)

This course involves an examination of the factors involved in inclusion of all individuals within physical activity. The effects of disabling conditions on motor learning and performance and on fitness and conditioning are viewed from an integrative point of view. The use and appropriateness of adaptations are studied. This course is designed to provide students with a basic understanding of individual differences as related to the field of coaching. An emphasis is placed on the examination of the most frequently occurring physical, psychomotor, affective, cognitive and developmental conditions that may affect an individual's participation in sport.

Corequisite: PHED 163 & 195, BIOL 109 & 209

Lecture/Practice: 4

Offered: Winter

PHED 381 The Rise of Modern Sport and Physical Education (3 credits)

This course will examine factors affecting the development of sport and physical education in modern times. Consideration will be given to the relationship between sport development and selected societal features (leisure, education, race, gender, politics). Particular attention will be paid to the development of these activities and features in Europe, Britain, Canada and the United States.

Prerequisite: None

Lecture: 3; Seminar: 1

PHED 409 Physiology of Exercise (3 credits)

This course will cover the study of the acute and chronic effects of exercise on the body systems. This course will also examine the relationship of the functional capacity of various physiological systems to maximal human performance.

Prerequisites: PHED 163, BIOL 109 and BIOL 209 or BIOL 304 and BIOL 404

Offered: Winter

PHED 480 The Care and Prevention of Sports Injuries (3 credits)

This is an advanced course for students with a sport physiology background. In this course, the basic principles of the care and prevention of sports injuries will be examined from theoretical and practical viewpoints. Students will learn about the prevention and management of sports injuries. The etiology, pathology and reconditioning of common sports injuries will be studied along with the principles of taping associated with these injuries. Sports re-entry criteria will be examined.

Corequisites: PHED 163, BIOL 109 & 209

Lecture/Practice: 4

Offered: Winter

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Performing Arts

PEFA 101 Arts and Culture in Canada (3 credits)

A study of the arts in Canada and their relationship with society. The history of the arts in Canada will be examined with an emphasis on the contemporary period. Important individuals, groups, and organizations in all artistic areas will be discussed with a concentration on current problems and issues such as independence, identity, and funding.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 203.

Not offered: 1995/96

PEFA 102 The Arts of the Modern World (3 credits)

An historical survey of the fine and performing arts since the Renaissance. Theatre, music, dance, the visual arts, and the electronic media will be examined within a general framework of political, economic and social history.

Selected representative works from each stylistic period will be studied and changing ideas of aesthetics through history will be discussed.

Prerequisite: None

Lecture: 4

Offered: Winter

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Physics

Students who intend to major in physics or pursue the honours program must consult the calendar and transfer guide of the receiving institution. Course equivalencies from institution to institution and grades received may influence transferability. Physics major or honors core courses: PHYS 110 and 210 or PHYS 107 and 207, PHYS 321, 322, 420 and 421, CHEM 110 and 210, MATH 120 and 220, 232, 321, 421, 440.

*NOTE for UBC: The four-semester program in physics at Douglas does not completely match the first two years of the UBC Physics Major Program. Douglas College does not have formal transfer credit to Physics 216/217 at UBC. During their third year program at the university, students can make up the deficiency. Those intending to honor Physics at UBC are advised to transfer after completing two semesters at Douglas College.

*NOTE for SFU: The major and honours programs at SFU are identical up to the end of the fourth level (semester). Students proceeding to SFU after having completed the four semester Physics program at Douglas College will be lacking the equivalent of PHYS 211 but will carry transfer for PHYS 244 (3) plus two units of unassigned credit. PHYS 107/207 with a grade of A or B = PHYS 101, 102, 130 (8) PHYS (2). *Consult SFU transfer guide.

*NOTE for UVic: Students proceeding to UVic after completing the four-semester program at Douglas College will lack transfer credit to PHYS 220 and 215; however, these courses can be taken during the third-year program at the university. Those intending to honor in physics at UVic are advised to transfer after completing two semesters at Douglas College during which they complete PHYS 110 and PHYS 210. PHYS 107/207 credit varies with grade. *Consult UVIC transfer guide.

PHYS 104 Practical Physics (5 credits)

This course is designed primarily for students who intend to pursue technology studies. It can also serve as prerequisite for university transfer courses PHYS 107 and 207. The areas to be covered are mechanics (vectors; statics; one-dimensional kinematics and dynamics; work, energy and power; simple machines; circular motion; hydrostatics), heat (temperature; thermal properties of matter) and electricity (electrostatics; direct current concepts and circuits).

Prerequisite: Math 11

Lecture: 4; Laboratory: 3

Offered: Fall and Winter

PHYS 107 Introductory General Physics I (formally PHYS 100) (5 credits)

This is a non-calculus based course in mechanics for students with a maximum background of Physics 11 prior to entering Douglas College. Topics covered include: vectors, particle kinematics and dynamics, work and energy, momentum, rotational motion, statics, vibratory motion and waves.

Prerequisite: Math 12 and either Physics 11 or PHYS 104

Lecture: 4; Laboratory: 3

*For transfer credit please refer to page 203.

Offered: Fall, Winter and Summer

PHYS 110 Mechanics (5 credits)

This is a calculus-based course. Topics in the course include: vectors; particle kinematics and dynamics; momentum; work, energy and power; motion of systems; rotational motion; statics; periodic motion; wave motion.

Prerequisite: Math 12 and Physics 12

MATH 120 must precede or be taken concurrently

Lecture: 4; Laboratory: 3;

*For transfer credit please refer to page 203.

Offered: Fall

PHYS 170 Mechanics for Applied Science (3 credits)

This course is intended for students proceeding to studies in Applied Science/Engineering. Topics include: statics of particles, rigid body forces and equilibrium, friction, particle kinematics and dynamics, systems of particles.

Prerequisites: Physics 12 or PHYS 107. MATH 120 must precede or be taken concurrently

Lecture: 3; Problem: 1

*For transfer credit please refer to page 203.

Offered: Winter

PHYS 207 Introductory General Physics II (formally PHYS 200) (5 credits)

This is a non-calculus based course. Topics include: geometric optics; interference, diffraction, and polarization of light; electrostatics; direct current circuits; magnetic force and field; electromagnetic induction; atomic physics and radioactivity; temperature; thermal properties of matter, gas laws, laws of thermodynamics.

Prerequisite: PHYS 107 (or Math 12 with either Physics 11 or PHYS 104)

Lecture: 4; Laboratory: 3

*For transfer credit please refer to page 203.

Offered: Winter and Fall

PHYS 210 Heat, Electricity and Magnetism, and Light (5 credits)

This is a calculus based course. Topics include temperature, gas laws, heat capacities, thermal properties and processes, thermodynamics, electrostatics, direct current circuits, magnetic force and field, electromagnetic induction, wave nature of light, geometric optics, polarization of light, interference and diffraction, atomic physics and radioactivity.

Prerequisite: PHYS 110 (or PHYS 107 with A or B grade) and MATH 120. MATH 220 should be taken concurrently

Lecture: 4; Laboratory: 3

*For transfer credit please refer to page 203.

Offered: Winter

PHYS 321 Laboratory in Contemporary Physics (2 credits)

This laboratory course consists of experiments mainly in heat (thermometry, heat transfer, specific heat, vapour pressure); in addition there are experiments dealing with electric circuit concepts, an introduction to semiconductors, some atomic physics, electric and magnetic fields and the application of statistics to data analysis. Also, there are lectures and demonstrations on instrumentation and measurement.

Prerequisite: PHYS 210 (or PHYS 107 and 207 with A or B average or permission). PHYS 322 should be taken concurrently.

Laboratory: 3

*For transfer credit please refer to page 203.

Offered: TBA

PHYS 322 Heat and Thermodynamics (3 credits)

Topics to be covered in this course include: thermal properties of matter, kinetic theory of gases, laws of thermodynamics, thermodynamic potentials, and introduction to statistical mechanics.

Prerequisites: PHYS 210 (or PHYS 107 and PHYS 207 with A or B average or permission) MATH 321 must precede or be taken concurrently. PHYS 321 should be taken concurrently.

Lecture: 3; Tutorial: 1

*For transfer credit please refer to page 203.

Offered: TBA

PHYS 420 Intermediate Electricity (3 credits)

Topics in this course include electrostatic force and field, electric potential, capacitance and dielectrics, direct-current circuits, magnetic field, electromagnetic induction, magnetic properties of materials, alternating-current circuits, conductivity and semiconductor devices.

Prerequisites: PHYS 210 (or PHYS 107 and 207 with A or B average or permission). MATH 321 must precede or be taken concurrently. PHYS 421 should be taken concurrently.

Lecture: 3; Tutorial: 1

*For transfer credit please refer to page 203.

Offered: TBA

PHYS 421 Laboratory in Electric Circuits (2 credits)

This laboratory course consists of experiments on the operation and application of an oscilloscope, alternating current circuits and the transistor. In addition, there are lectures and demonstrations on instrumentation and measurement.

Prerequisite: PHYS 210 (or PHYS 107 and 207 with A or B average or permission.) PHYS 420 must precede or be taken concurrently.

Laboratory: 3

*For transfer credit please refer to page 203.

Offered: TBA

SCIE 106 Introductory Physical Science (5 credits)

This course is a basic introduction to physical science with emphasis on experimentation. Topics will include: scientific method, classification, measurement and SI, heat, temperature, light, nature of matter, gases, crystals, motion, energy, electrostatics, electric circuits, atomic structure and mass, ions, oxidation-reduction, chemical equations, electrolysis, molecules, acids and bases, the solar system and eclipses, stars, galaxies, and telescopes.

Prerequisite: None (MATH 101 recommended as a corequisite)

Lecture: 3; Laboratory: 4

*For transfer credit please refer to page 203.

Offered: TBA

Political Science

The purpose of studying politics is to permit the individual student to develop a critical awareness, understanding, and analysis of contemporary political institutions and processes that affect his or her own life. The primary goal of the discipline of Political Science is to assist the personal growth and development of the individual student as a life long member of political society.

To do this, students may choose to investigate the structures and roles of government at the federal, provincial, local and international levels. Basic processes such as elections, voting behaviour, political parties, and policy making are examined. Contemporary political issues that affect our daily lives are also part of our study, whether international or national in scope. In addition, students have an opportunity to investigate underlying political phenomena such as political philosophy, ethics, morality, and ideology.

POLI 110 Ideology and Politics (3 credits)

This course examines major ideologies, including capitalism, democratic socialism and different forms of totalitarianism.

Prerequisite: None

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Fall and Winter

POLI 120 Canadian Government (3 credits)

This course studies the problems of federal, provincial and municipal governments, with emphasis on Canada's federal nature and its future as a nation.

Prerequisite: None

Seminar: 4

*For transfer credit please refer to page 203.

Offered: Fall and Winter

POLI 122 Municipal Government (2 credits)

This course examines municipal government, the government level closest to the people, and the environment in which it operates. Special emphasis is placed on the practical aspects of municipal government, particularly as it relates to the role of city counsellor.

Prerequisite: None

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Not offered 1995/96

POLI 125 Introduction to Political Science (3 credits)

This course presents an overview of basic political concepts and theories, and examines the structures and processes involved in politics and policy-making.

Prerequisite: None

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Fall and Winter

POLI 130 Soviet Government: Theory and Practice (3 credits)

This course explores various theories of Russian and Soviet political culture, the ideological heritage, the formal and informal structure of the Soviet Union and its society, the Soviet federal system and the administration of Soviet society and state.

Prerequisite: None

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Not offered 1995/96

POLI 135 British Columbia Politics (3 credits)

This course will examine British Columbia political culture and various elements affecting it, such as early immigration patterns, the primary resource industry, relations with the Federal Government, interest group behaviour, trade union activity, and other relevant topics, such as political party formation and government policy-making.

Prerequisite: None

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Not offered 1995/96

POLI 140 Chinese Government and Politics (3 credits)

This course explores a number of topics relating to origin and development of the Chinese communist revolutionary movement, ideology and organization in China, and China's international relations since 1949.

Prerequisite: None

Lecture: 2; Tutorial: 2

*For transfer credit please refer to page 203.

Not offered 1995/96

POLI 150 An Introduction to International Relations (3 credits)

Introduction to International Relations is a critical examination of the nature of the international system of states. It analyzes the political, military, cultural, psychological, economic and ideological factors affecting the behaviour of states in their mutual relations and the impact of international organizations and technological developments on world politics.

Prerequisite: None

Lecture: 2; Tutorial: 2

*For transfer credit please refer to page 203.

Offered: Fall and Winter

POLI 155 Contemporary International Conflict (3 credits)

This course studies the nature and causes of international conflict with an examination of contributions derived from research in the disciplines of history, political science, economics, sociology and psychology. Integration of these methods of analysis is attempted.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Winter

POLI 201 Political Theory (3 credits)

The purpose of this course is to introduce students to major political thinkers of the Western world. These works will be examined in the context of their time and how their thoughts have influenced Western political tradition.

Prerequisite: POLI 125

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Winter

POLI 210 Introduction to Comparative Politics (3 credits)

This course is an introduction to political processes and structures in a comparative perspective. It will cover the comparative political process and its scope and methods at an introductory level. It will provide an understanding of approaches to comparisons of the differing processes and structures of foreign governments and regimes.

Prerequisite: POLI 125

Lecture: 2 ; Seminar 2

*For transfer credit please refer to page 203.

Offered: Winter

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Print Futures: Professional Writing

Some of these courses are offered only to Print Futures students; others are available as open enrolment sections. Please check with the Program Coordinator about course access. For transfer credit please refer to page 203.

PRFU 100 Introduction to the Writing Profession (3 credits)

This course is designed to provide students with a broad overview of the context and practices of professional writing. Instruction will focus on how writers write, on what actually happens in the writing workplace, and on how publications are produced in a client-based setting. Students will develop an awareness of the professional and ethical responsibilities required for this field, along with some understanding of the writing process, including pre-writing, writing, and production.

Prerequisite: Program acceptance or permission of Coordinator

Lecture: 2; Seminar: 1; Field Experience: 2

Offered: Fall semester for full-time Print Futures Program; various times for part-time Program

PRFU 102 Research Skills for Writing (3 credits)

This course provides an introduction to research and to information gathering and management in preparation for researched writing tasks. Instruction will focus on the research process, on sources of information such as libraries and archives, on fact-finding through interviews, on the use and abuse of statistics, on the organization of research

data, and on research ethics. Students will develop a practical perspective through fieldwork and site visits.
Prerequisite: Program acceptance or permission of Coordinator

Lecture: 2; Seminar: 1; Field Experience: 2

Offered: Fall semester for full-time Print Futures Program; various times for part-time Program

PRFU 201 Language Studies (3 credits)

This course introduces students to theories of language relevant to the writer's craft. Instruction will focus on ways to identify different styles of writing; to understand the relation between style and content; and to predict readers' responses to texts. Students will learn to analyze writing tasks from these perspectives, and to assess texts for their readability and their appropriateness to given situations.

Prerequisite: PRFU 100, 118 and 218

Lecture; 2; Seminar: 2

Offered: Fall

PRFU 230 Editing I: Copy Editing and Proofreading (3 credits)

This course provides students with a basic understanding of text editing and the process by which editors work with writers. Emphasis will be placed on grammar, text structure, proofreading, and copy editing. Students will apply editing skills, and will work with other writers to produce finished, edited material.

Prerequisite: PRFU 100 & 118 or permission of Coordinator

Lecture: 2; Seminar: 2

Offered: Winter semester for full-time Print Futures Program; various times for part-time Program

PRFU 310 Writing Technical Manuals (3 credits)

This course provides students with an understanding of how technical manuals, such as computer end-user manuals, policy and procedure manuals, and training manuals are planned, written and produced. Beginning with an analysis of objectives and audience, the course traces the sequence of steps in preparing an effective and professionally produced technical manual, and examines standard writing and formatting conventions.

Prerequisite: PRFU 118 or permission of Coordinator

Lecture; 2; Seminar: 2

Offered: Winter

PRFU 330 Editing II: Restructuring and Rewriting (3 credits)

This course provides students with an understanding of the process involved in editing complex documents and in the various duties performed by an editor. Emphasis will be placed on proofreading, copyediting, and rewriting entire manuscripts. Students will apply editing skills both to in-class material and to the work of other writers.

Prerequisite: PRFU 230 or permission of Coordinator

Lecture; 2; Seminar: 1; Field Experience: 2

Offered: Fall

PRFU 350 Document Design and Production I (3 credits)

This course provides a basic understanding of the design and production elements of a variety of printed documents. Emphasis will be placed on document conception, design, typesetting and pasteup, and on the use of computer desktop hardware and software. Students will apply writing and editing skills to sizing documents, and will become familiar with print technology.

Prerequisite: Program acceptance or permission of Coordinator

Lecture: 2; Laboratory: 6

Offered: Winter

PRFU 370 Public Relations Writing I: Using the Media (3 credits)

This course provides an overview of communications and media practices in Canada and introduces students to typical writing tasks required in the public relations area. Students will identify intended readerships and the characteristics of the public forum, and will analyze typical planned responses. Students will produce appropriate messages for newspapers, radio, and television, and will practise speech writing.

Prerequisite: CMNS 218 & PRFU 350 or permission of Coordinator

Lecture: 2; Seminar: 2

Offered: Fall

PRFU 450 Document Design and Production II (3 credits)

Students will use design and page makeup software to produce a variety of publications. Emphasis will be placed on production, on preparing documents for maximum effect, and on editing externally produced material for publication. Building on theories learned in PRFU 350, students will learn print production methods and strategies for coordinating the needs of the client with the limitations of design and print.

Prerequisite: PRFU 350

Lecture; 1; Laboratory: 2; Field Experience: 2

Offered: Fall

PRFU 470 Public Relations Writing II: Writing in the Organizational Culture (3 credits)

This course continues from Public Relations Writing I, but with emphasis on the corporate culture and organizational ethos in Canada and on related communications practices. Students will focus on the sociology of public relations and on organizational theory. Students will identify the writer's responsibilities in public-oriented writing tasks and will produce documents requiring careful consideration of the organizational image and of image-modification strategies.

Prerequisite: PRFU 370

Lecture; 2; Seminar: 2

Offered: Winter

PRFU 495 Professional Readiness I and II (6 credits)

This six-credit course prepares student for professional writing in the workplace by providing significant field-

based experience, along with seminars on professional development and business skills, on legal and ethical responsibilities, and on job-hunting strategies. Working under the direction of the instructor, students will produce a graduation project in a specialty genre of their choosing; this project will form the basis of their writing portfolio. Prerequisite: PRFU 330 & 450 or permission of Coordinator. Lecture: 2; Seminar: 2; Field Experience: 8. Offered: Winter

Psychology

The scope of psychology includes every activity that living organisms are capable of performing. Psychology emphasizes the study of observable behaviour but is not limited to these things. It studies every life form and at times it is very difficult to distinguish from other disciplines such as biology, physiology, and ethology at one end and Sociology, political science, economics and anthropology at the other. This broad scope of psychology makes it both very interesting and very demanding. Certain aspects of psychology strongly emphasize a natural science approach using experimentation and statistics, while others emphasize a humanistic, intuitive approach. Both approaches are part of the domain of psychology. A popular misconception of psychology is that it teaches you how to *manipulate others* or *analyze yourself* or *become a better person*. These topics are only a part of the field and most of the subject deals with other areas. Most students find that the scientific emphasis is much more than expected. One thing which will be emphasized is that the applied areas of psychology are based on a great deal of scientific research. Thus, much of the course of study involves learning about this scientific basis for the areas of applied psychology.

NOTE FOR UBC:

1. Students interested in honoring or majoring in Psychology are advised to enroll in PSYC 100, 200, 300, 301 and 308 at Douglas College.
2. The maximum advance credit permitted in Psychology is nine units of credit at UBC.
3. Any two of PSYC 320, 321, 322, 330, 341, 430, 342 may be transferred to UBC as assigned credit in Psychology, equivalent to Psychology 206 (3 units).

NOTE FOR SFU:

Students interested in honouring or majoring in Psychology are advised to enroll in PSYC 100, 200, 300, 308 and 301 at Douglas College.

PSYC 100 An introduction to Psychology I (3 credits)

Psychology 100 provides an introduction to selected areas in the field of psychology. Emphasis is placed on psychology as a natural science (theories, methodology and statistics) and the focus is on the investigation of major basic psychological processes such as sensation, perception, learning, memory, consciousness, the biological foundations

of behaviour, and life span development.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall, Winter and Summer

PSYC 110 Social Issues - Psychology of Women (3 credits)

This is a psychological study of woman's experience. The course examines early female development (cognitive, interpersonal and self-concept development) and explores both the psychological origins and psychological effects of sex roles in an attempt to clarify what the roles are, how they are acquired and how they are maintained. Adult female development is then examined, focusing on the impact of marriage, family, work and aging. Personality development and mechanisms of change for developing full human potential are also discussed.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 203.

Offered: TBA

PSYC 120 Gender Differences (3 credits)

The focus of this course will be an examination of the biological, psychological, and social determinants of gender differences. How gender operates at individual, interpersonal, and cultural levels to structure people's lives will be examined. There will be an exploration of how language and social institutions frame the way people think about themselves and others.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 203.

PSYC 200 An Introduction to Psychology II (3 credits)

Psychology 200 provides an introduction to selected areas in the field of psychology. The focus of the course is on the investigation of major psychological processes such as emotion, motivation, personality, psychological disorders, therapy and social behaviour. Emphasis is placed on psychology as a natural science (theories, methodology, statistics).

Prerequisite: PSYC 100

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall, Winter and Summer

PSYC 220 Introduction to Child Development (3 credits)

(For students in Psychiatric Nursing Program only)

This course provides an introduction to developmental psychology and is offered specifically for students enrolled in the Psychiatric Nursing Program. The focus is on the major principles of development from conception to adolescence, and includes contemporary research and theory in areas such as language, learning, personality and intelli-

gence and social behaviour. Practical applications of this body of knowledge to educational settings, childrearing practices and child welfare in general will also be included.

Prerequisite: PSYC 100

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Fall and Winter

PSYC 300 Data Analysis in Psychology (3 credits)

This course introduces students to the concepts and applications of statistics and focuses on the analysis and interpretation of data from experiments and surveys using descriptive and inferential statistics. Computerized data analysis is also introduced.

Prerequisite: PSYC 200

Lecture: 2; Laboratory: 3

*For transfer credit please refer to page 203.

Offered: TBA

PSYC 301 Research Methods in Psychology (3 credits)

This course introduces students to the philosophy of science, ethics, and the use of the empirical method. Students learn how to design, carry out and write up their own experiments and to critically analyze experimental research. Computerized data analysis is also introduced.

Prerequisite: PSYC 200

Lecture: 4

*For transfer credit please refer to page 203.

Offered: TBA

PSYC 304 Health Psychology (3 credits)

This course provides a critical survey of the basic research findings and theory on the relation between psychological factors (including behaviour, emotion, cognition, personality and interpersonal relationships) and health. Topics include health-related behaviours such as smoking and drug use, the effect of stressful events on health and performance, methods for coping with stress, the impact of chronic illness on the family, and social support systems.

Prerequisites: PSYC 200

Lecture: 4

*For transfer credit please refer to page 203

Offered: TBA

PSYC 308 History & Philosophy of Modern Psychology (3 credits)

This course examines the development of modern psychology from its founding to the present. Attention will be paid to the work of philosophers, physiologists, and physicists of the 17th to 19th centuries who influenced the beginnings of psychology in the late 19th century. The growth of psychology will be traced from its early focus on the study of sensation and human conscious experience, through the proliferation of schools, up to today's diverse and complex discipline.

Prerequisite: PSYC 200

Lecture: 4

For transfer credit please refer to page 203

Offered: TBA

PSYC 314 Brain-Behavioral Relationships (3 credits)

This is an introduction to human brain-behavioral relationships. Following an introduction to neural anatomy, selected topics in neuro-psychology will be examined. These topics will include higher intellectual functions, particularly memory, perception and language. Subsequently the effects of brain injuries and the use of cognitive rehabilitation techniques will be considered.

Prerequisite: PSYC 200

Lecture: 4

*For transfer credit please refer to page 203.

Offered: TBA

PSYC 315 Biological Bases of Behavior (3 credits)

This course will introduce the student both to the variety of biological approaches to understanding behaviour, and the research techniques used. After an introduction to basic neuroanatomy and to the development and evaluation of brain structure and function, various topics in biological psychology will be surveyed. These will include the communication and coding functions of nerve cells; the psychobiology of development and aging, of movement, of learning and memory, and of internal motivational and emotional states; the biological approaches to mental illness; and the behavioral effects of drugs, hormones, and brain damage.

Prerequisite: PSYC 200

Lecture: 4

*For transfer credit please refer to page 203

Offered: TBA

PSYC 320 Child Behaviour and Development (3 credits)

This course provides an introduction to the process of development while concentrating on development from conception to adolescence. This course will focus on major principles of development, descriptive changes in child growth and behavior, contemporary research and theory in areas such as perception, language, learning, personality, social behavior of children and applications of the research and theory.

Prerequisite: PSYC 200

Lecture: 2; Tutorial: 2

*For transfer credit please refer to page 203.

Offered: TBA

PSYC 321 Adolescent Psychology (3 credits)

This course is a psychological study of the adolescent stage of life-span development. The major theories and research findings about adolescent development are examined with a view to understanding and addressing the life problems of North American adolescents. Emphasis is placed on the social-cultural context of this developmental stage.

Prerequisite: PSYC 200

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Offered: TBA

PSYC 322 Developmental Psychology: Early, Middle and Late Adulthood (3 credits)

This course will examine the process of aging in basic areas of psychology: motivation, sensation, perception, physical maturation and cognition. It will also consider both the social implications of aging, as well as our changing values towards death. Solutions to the problems discovered will be explored.

Prerequisite: PSYC 200

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Offered: TBA

PSYC 330 An Introduction to Social Psychology (3 credits)

This course provides an introduction to the study of how people think, feel and behave in social contexts, focussing on the problems and methods of social psychology at three levels: individual behavior, interpersonal behavior and group behavior. Examples of the topics include: interpersonal attraction, perceptions of self and others, aggression, conformity, obedience, prejudice, and pro-social behaviour.

Prerequisite: PSYC 200

Lecture: 4

*For transfer credit please refer page 206.

Offered: TBA

PSYC 331 Introduction to Personality (3 credits)

The purpose of this course is to introduce students to theory and research in personality. Students will examine such topics as the assessment of personality, personality development, biological processes and personality, health and personality, defense mechanisms, personality disorders, and treatments aimed at modifying personality.

Prerequisite: PSYC 200

Lecture: 4

*For transfer credit please refer to page 203

Offered: TBA

PSYC 340 Psychology of Organizations (3 credits)

This course is an introduction to the nature of organizations and an examination of the factors influencing individual functioning in organizational settings. The course emphasizes theories and techniques of psychologists and other behavioral scientists in studying behavior in organizations and in dealing with organizational problems.

Prerequisite: PSYC 200

Lecture: 1; Laboratory: 2; Seminar: 1

*For transfer credit please refer to page 203.

Offered: TBA

PSYC 341 Abnormal Psychology (3 credits)

Students are introduced to basic issues in the study of abnormal psychology and to a selection of mental disorders. Topics include the history of psychopathology, paradigms, classification, assessment, research methods, theories of etiology, and approaches to treatment.

Prerequisite: PSYC 200

Lecture: 4

For transfer credit please refer to page 203.

PSYC 342 Developmental Psychopathology (3 credits)

This course will introduce the field of developmental psychopathology, which integrates developmental theory and research in psychology, in order to understand the origins and consequences of psychological problems. Perspectives on disordered behavior will be followed by an investigation of various child and adolescent disorders. Topics will include anxiety, depression, conduct disorders, attention-deficit hyperactivity disorder, mental retardation, learning disabilities, autism and childhood schizophrenia, and physical disorders.

Prerequisite: PSYC 200

Lecture: 4

For transfer credit please refer to page 203

PSYC 360 Cognitive Psychology (3 credits)

This course provides an introduction to the psychology of cognition and is concerned with the methods and theories relevant to thinking and related processes. Concept formation, problem solving, reasoning, decision making, and the relation of language to thought will be covered. The influence of individual differences, social factors, artificial intelligence, and biology will be included as well as the practical applications of research in cognition.

Prerequisite: PSYC 200

Lecture: 4

*For transfer credit please refer to page 203.

Offered: TBA

PSYC 365 The Psychology of Learning (3 credits)

This course provides an introduction to the psychology of learning and is concerned with the conditions, principles, and theories of learning. Traditional behaviouristic approaches (including Pavlovian and instrumental conditioning) and contemporary learning theories will be covered. The influences of biology and cognitive factors as well as the practical applications of the principles of learning will be included.

Prerequisite: PSYC 200

Lecture: 4

*For transfer credit please refer to page 203.

Offered: TBA

PSYC 370 The Psychology of Memory (3 credits)

This course provides an introduction to the psychology of memory. It is concerned with the nature of human memory, how the memory system works, what we remember, and why we forget. Various theoretical formulations regarding memory processes will be examined, relevant empirical evidence will be assessed, and practical applications of this research will be considered.

Prerequisite: PSYC 200

Lecture: 4

*For transfer credit please refer to page 203.

Offered: TBA

PSYC 380 Student Proctoring in Psychology (2 credits)

This course provides experience in the administration and analysis of objective quizzes in psychology. Quizzes are handled in an interview situation. Students may also work

in small groups, engaging in discussion concerning the understanding of general psychological principles.

*This course is currently under review

PSYC 430 Social Psychology: Theory and Research (3 credits)

A sequel to An Introduction to Social Psychology, this course consists of directed investigation in one area of social psychology which enables students to learn the theoretical explanations of that area more fully. Contemporary social-psychological research methods are utilized in projects investigating the students' area of interest.

Prerequisite: PSYC 330

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Not offered 1995/96

Reading and Study Skills

Reading and Study Skills assessments, laboratories and tutorials are available to all. Half-semester credit courses are available in the following areas:

RESS 100 Reading Skills for College (1.5 credits)

This half-semester course emphasizes improvement of reading comprehension and speed. Skills introduced include previewing, skimming, scanning techniques; reading for research, note-taking, and study purposes; and critical comprehension skills such as vocabulary development, locating information skills, main idea and detail. Students are encouraged to develop skills to their own individual, recreational and academic reading needs.

Prerequisite: None

Laboratory: 1; Seminar: 2; Student Directed Learning: 1

Offered: Fall and Winter

RESS 110 Study Skills for College (1.5 credits)

This is a half-semester course in which study skills are demonstrated: listening skills, exam preparation, taking lecture and text notes, time utilization, concentration and remembering, study techniques and the organization of term papers are covered. Personal development strategies for self-esteem, confidence building, and motivation for learning are also addressed.

Prerequisite: None

Laboratory: 1; Seminar: 2; Student Directed Learning: 1

Offered: Fall and Winter

Resident Care Program

These courses are only for students enrolled in the Resident Care Program.

RCAP 100 Health: Lifestyle and Choices (1.5 credits)

This course provides an introduction to the concept of health and the components of a health-enhancing lifestyle.

Participants will be invited to reflect on their own experience of health, recognizing challenges and resources that may impact on their lifestyle choices, and consequently, their health. This is a core course and is required for competent practice as a Resident Care Attendant/Home Support Attendant.

Prerequisites: None

Corequisites: RCAP 111

Lecture: 32 Hours

Offered: Fall and Spring

RCAP 101 Health and Healing: Concepts for Practice (3 credits)

This course provides the student with the opportunity to develop a theoretical framework for practice. Participants will examine the philosophical beliefs and theoretical understanding underlying competent practice as a Resident Care Attendant. This course may be cored with the Home Support Attendant Program.

Prerequisites: None

Corequisites: RCAP 111

Lecture: 62 hours

Offered: Fall and Winter

RCAP 102 Human Relations: Interpersonal Communications (1.5 credits)

This course is designed to provide students with the opportunity to apply the knowledge and skills necessary to effective functioning in a care-giving environment. By focusing on self-awareness and an increased understanding of others, participants will explore and utilize concepts, practical skills and strategies which contribute to effective relationships in a variety of care giving situations. This course provides the foundation for Healing: Special Needs in Resident Care (RCAP 112) and is required for competent practice as a Resident Care Attendant/Home Support Attendant.

Prerequisites: None

Lecture: 20 hours

Offered: Fall and Winter

RCAP 110 Work Role: Introduction to Resident Care Program Practice (1 credit)

This course builds upon content in other courses and further develops the knowledge, attitude and values required for practice as a Resident Care Attendant.

Prerequisites: None

Corequisites: RCAP 100, RCAP 101, RCAP 111, RCAP 102, RCAP 112

Lecture: 20 hours

Offered: Fall and Winter

RCAP 111 Healing: Personal Care Skills and Resident Care (7 credits)

This practical course focuses on the acquisition and application of personal care skills aimed at maintaining and promoting the comfort, safety and independence of older adults in continuing care facilities. Lab practice and select supervised clinical experiences will provide an opportunity

to apply the caring philosophy and will emphasize the application of knowledge and skills learned in all pre-practicum courses. This course is comprised of classroom/lab practice and clinical experience running concurrently.

Prerequisites: None

Corequisites: RCAP 100, RCAP 101, RCAP 102, RCAP 110

Lecture/Demo: 20 hours

Laboratory: 64 hours

Clinical Experience: 154 hours

Offered: Fall and Winter

RCAP 112 Healing: Special Needs In Resident Care (3 credits)

This course builds upon content in the Human Relations: Interpersonal Communications course and assists participants to explore concepts and approaches applicable to the care of residents experiencing changes in mental functioning.

Prerequisites: RCAP 102

Corequisites: RCAP 111

Lecture: 60 hours

Offered: Fall and Spring

RCAP 113 Resident Care Attendant: Practicum (4 credits)

This is a four-week course which provides the student with an opportunity to work with a health care team in a selected continuing care facility and to apply and integrate knowledge and skills learned in the pre-practicum courses. Students are rotated through two shifts and gradually assume the responsibility comparable to a graduate Resident Care Attendant. The instructor serves as a liaison and resource person to both students and facility staff and has the responsibility for student evaluation.

Prerequisites: RCAP 100, RCAP 101, RCAP 102, RCAP 110, RCAP 111 and RCAP 112

Practicum: 150 Hours

Offered: Fall and Spring

..... **Science**

SCIE 106 Introductory Physical Science (5 credits)

This course is a basic introduction to physical science with emphasis on experimentation. Topics will include: scientific method, classification, measurement and SI, heat, temperature, light, nature of matter, gases, crystals, motion, energy, electrostatics, electric circuits, atomic structure and mass, ions, oxidation-reduction, chemical equations, electrolysis, molecules, acids and bases, the solar system and eclipses, stars, galaxies, and telescopes.

Prerequisite: None

Corequisite: MATH 101 recommended

Lecture: 3; Laboratory: 4

*For transfer credit please refer to page 203.

Offered: TBA

SCIE 107 Introduction to Environmental Science (5 credits)

Within the framework of marine, freshwater and terrestrial ecosystems, this course considers the characteristics of the natural environment and in particular the potential for environmental destruction. Questions such as the disposal of toxic wastes, natural hazards (landslides, volcanic eruptions and earthquakes), resource exploitation and land use planning are discussed with special emphasis, through fieldwork, on the local or regional environment. The course is specifically designed for students with little or no background in science.

Prerequisite: None

Lecture: 4; Laboratory: 1.5; Field experience: 1.5

*For transfer credit please refer to page 203.

Offered: TBA

..... **Sign Language Interpretation**

INTR 100 Introduction to Sign Language Interpreting (3 credits)

This course is an introductory overview of the profession of visual language interpretation which forms a theoretical foundation for work as a sign language interpreter. Discussion will include an overview of comparative cultures and languages used, the role and responsibilities of an interpreter to professional organizations. Job market, work environments, prerequisite skills and knowledge will also be discussed.

Prerequisite: Nil

INTR 140 Directed Studies in Visual Language Interpreting (1-3 credits)

This course enables students to get practical experience in interpreting skill development and professional interaction. Through negotiation with the program faculty, the student will develop the framework for a skills development project involving one or more members of the Deaf community and one or more professional interpreters. Upon completion of the project, the student shall present evidence of language learning in the form of a written and/or videotaped report subscribing to instructor-provided format. This course may be repeated up to three times for credit.

Prerequisite: Permission of the program faculty

Corequisite: Nil

The following courses are only for those students enrolled in the Sign Language Interpretation program.

INTR 145 Language and Culture In Action: Text Analysis (3 credits)

This methods course provides students with opportunities to analyze ASL and English texts in order to develop an equivalent presentation in each language. Students will explore speaker/signer intent, contentual impact, proposi-

tion identification, message, meaning, and cultural mediation.

Prerequisite: Nil

INTR 225 Professionalism and Cultural Mediation (2 credits)

This course provides students with opportunities to explore the concept of visual language interpreters as cultural mediators within their professional role. Role play, culturally-linked texts, and field experiences will be used to stimulate discussion, reflection, and class projects.

Prerequisite: Successful completion of Semester 1 with a minimum of a B+ in all major courses

INTR 241 Practice 1 (4.5 credits)

This course provides opportunities for students to develop interpreting skills and to practice professional skills in selected sites under supervision. Students will integrate and reflect upon their educational, personal, and professional experiences in practicum and seminar. This class meets 34 hours per week for 5 weeks.

Prerequisite: Completion of first semester courses

INTR 340 Practicum II (4.5 credits)

This course provides opportunities for students to practice professional skills in selected sites under supervision.

Students will integrate and reflect upon their educational, personal, and professional experiences in practicum and seminar.

Prerequisite: Successful completion of Semester II INTR courses with a minimum of B+.

INTR 345 Language & Culture in Action: Interpretation I (4 credits)

This methods course provides opportunities for students to develop consecutive interpreting skills while using a variety of general and technical texts. Students will be challenged to reflect on, and integrate, new and prior skills, knowledge, and experiences with their emerging professional identity.

Prerequisite: Successful completion of Semester II INTR courses with a minimum of B+.

INTR 425 Professional and Business (2 credits)

This course will give students additional opportunities to explore the roles and responsibilities of the interpreter as a professional. Focus will be on employment preparation and business skills for the freelance interpreter.

Prerequisite: Successful completion of Semester III INTR courses with a minimum of B+.

INTR 440 Practicum III (4.5 credits)

This course provides opportunities for students to practice professional skills in selected sites under supervision.

Students will integrate and reflect upon their educational, personal, and professional experiences in practicum and seminar. (32 hours per week for five weeks).

Prerequisite: Successful completion of third-semester III INTR courses with a minimum of B+.

INTR 445 Language and Culture in Action: Interpretation II (4 credits)

This methods course provides opportunities for students to develop simultaneous interpreting skills while using a variety of general and technical texts. Students will be challenged to reflect on and integrate new and prior skills, knowledge, and experience with their emerging professional identity.

Prerequisite: Successful completion of Semester III INTR courses with a minimum of B+.

Social Sciences

SOSC 140 Behavior in Organizations (3 credits)

This course introduces and explores Social Science theory and research as it applies to human behavior in organizations. Organizational systems, group dynamics and individual behavior are studied in order to gain an understanding of how these factors contribute to organizational effectiveness and member satisfaction.

Lecture: 2; Laboratory: 1; Seminar: 1; Student Directed Learning: 1

*For transfer credit please refer to page 203.

Offered: Fall and Winter

Sociology

As one of the social sciences, sociology is a disciplined, intellectual quest for fundamental knowledge of the nature of human interaction. It specifically deals with social groups, their internal forms or modes of organization, the processes that tend to maintain or change these forms of organization and the relationships between groups.

The value of a science of social groups should need little emphasis. Each of us is born into a family group and most of our actions thereafter are performed in our capacity as a member of one group or another.

In SOCI 125, students become acquainted with the sociological approach as well as with the major areas of interest in sociology. In SOCI 135, students are concerned with the major theories of thinkers in sociology and their relevance to modern life. In SOCI 145 students are given a perspective on Canadian social life. Above the 100 level, students are able to take courses of specific interest.

Those continuing their studies at SFU should take two courses at the 100 level in sociology or anthropology and three courses above the 100 level in sociology and anthropology.

NOTE: Those planning to attend UBC should take SOCI 125 and 135 for credit as UBC's Sociology 200.

SOCI 125 Social Processes (3 credits)

Social Processes introduces the student to the general subject matter of sociology. The course develops a per-

spective on how and why groups form, grow, change and disperse in society. The areas of stability, change, and the exercise of power are examined in light of current social, political and economic conditions. The course attempts to stimulate thought and discussion on contemporary social issues.

Prerequisite: None

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Fall and Winter

SOCI 135 Introduction to Social Theory (3 credits)

This course examines the development of sociological theory and its relevance to the present, both within the confines of the discipline and in life. The main theories, concepts and models of sociology are presented.

Prerequisite: None

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Fall and Winter

SOCI 145 Canadian Society (3 credits)

This course examines the developmental processes that have brought Canadian Society and its peoples to the present state. Social, legal, political and economic consideration will be developed to analyze both the background and emergent directions of Canadian society.

Prerequisite: None

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Winter

SOCI 230 Ethnic Minorities (3 credits)

This course involves an introductory examination of racial and ethnic relations in Canadian society. Sociological and cultural analysis of minority group issues and problems constitutes a main focus of interest. The course also examines relationships between ethnic minorities and institutional structures such as government, employment, and justice.

Prerequisite: SOCI 125 or 135

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Winter

SOCI 240 The Role of Women in Society (3 credits)

This course is a study of women in society, with emphasis on the relationship between changes in their roles and changes in the social structure. Possible future trends are analyzed.

Prerequisite: Any 100 level Sociology course

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Fall

SOCI 250 The Role of the Family in Society (3 credits)

This course examines the relationships that develop within and between family groups and attempts to show how these organizations interact with the external social, eco-

nomic and political environments. Past and current family systems are used as examples to analyze the structure and process of family groups and to evaluate the evolutionary paths taken to the present.

Prerequisite: SOCI 125, 135 or 145

Lecture: 4

*For transfer credit please refer to page 203.

Offered: Winter

SOCI 260 Sociological Inquiry (3 credits)

Sociological Inquiry is a investigation of the empirical method employed by sociologists in the collection and validation of data. It includes sampling procedures and quantitative and qualitative analysis of participant and non-participant observations. Model and paradigm construction introduced.

Prerequisite: SOCI 125 or 135

Seminar: 4

*For transfer credit please refer to page 203.

Offered: Fall

SOCI 270 Society and Environment (3 credits)

This course examines the relations between human society and the natural environment. It investigates the ways in which institutions shape and are shaped by natural environments. The ways in which culture, social organization, and social inequity are related to natural environments will be discussed. A range of sociological perspectives will be used to explore contemporary concerns of sustainability, distributive justice and environmental crisis.

Prerequisite: Any one of SOCI 125, 135 or 145

Lecture: 4

SOCI 280 Sociology of Health and Illness (3 credits)

This course reviews various topics pertinent to the social organization of health, illness and medicine. Through application of the sociological perspective to the Canadian context, important social issues relating to health outcomes are critically examined.

Prerequisite: SOCI 125 or 135

Lecture: 2; Seminar: 2

*For transfer credit please refer to page 203.

Offered: Fall

Stagecraft

STGE 100 Drafting, Design and Model Making (2.5 credits)

An introductory course exploring the media of design for the stage. Emphasis is placed on the basic skills of drafting and model making as they relate to the design process.

Prerequisite: None

Studio: 3; Lecture: 1

*For transfer credit please refer to page 203.

Offered: Fall

STGE 105 Properties (2 credits)

This course introduces students to the various techniques and materials used in construction of stage properties. Practical projects in properties construction such as mask making and simulation techniques will be emphasized.

Prerequisite: None

Lecture: 1; Laboratory: 2

*For transfer credit please refer to page 203.

Offered: TBA

STGE 110 Lighting I: Principles of Electricity (2 credits)

This course introduces students to the fundamentals and principles of electricity for the stage. Emphasis is placed on a safe, working knowledge of electricity for the stage.

Prerequisite: None

Lecture: 1; Shop: 2

*For transfer credit please refer to page 203.

Offered: Fall

STGE 180 Production Techniques (3 credits)

This is a practical course in theatre production. There will be active involvement as a technician in a College production with an emphasis on preproduction and the running of the show.

Prerequisite: None

Laboratory: 6

*For transfer credit please refer to page 203.

Offered: TBA

STGE 200 Scene Construction (2.5 credits)

In this course students will be introduced to the basic techniques and procedures for set construction and set-up. Students will learn the application and use of tools and equipment common to the scene shop and stage including rigging and electronics. Safe working procedures in both the construction and set-up phase will be emphasized.

Prerequisite: STGE 100

Lecture: 1; Laboratory: 3

*For transfer credit please refer to page 203.

Offered: TBA

STGE 202 Scene Painting (2.5 credits)

This course introduces students to the traditional materials and techniques employed in scene painting. Students will develop basic skills in lay-in texturing, and 3-D techniques.

Prerequisite: None

Studio: 3; Lecture: 1

*For transfer credit please refer to page 203.

Offered: TBA

STGE 210 Lighting II: Luminaries (2 credits)

Students will become familiar with the function and use of luminaries for the stage. The practical aspects of lighting such as working from a light plot will be studied, as well as the theory of light composition, colour and optics.

Prerequisite: STGE 110

Lecture: 1; Laboratory: 2

*For transfer credit please refer to page 203.

Offered: Winter

STGE 220 Stage Management (2.5 credits)

Students will become familiar with the role and responsibilities of the Stage Manager. There will be opportunities for students to perform as stage managers for in-house productions.

Prerequisite: None

Lecture/Semester: 28 hrs.; Laboratory/Semester: 15 hrs.

*For transfer credit please refer to page 203.

Offered: TBA

STGE 280 Production Techniques (3 credits)

This is a practical course in theatre production. There will be active involvement as a technician in a College production with an emphasis on pre-production and the running of a show.

Prerequisite: None

Laboratory: 6

*For transfer credit please refer to page 206.

Offered: Winter

STGE 300 Scene Construction (2.5 credits)

This is an advanced course in scenic construction techniques and procedures. Students will be encouraged to formulate inventive and creative solutions to basic engineering and structural design problems.

Prerequisite: STGE 200

Lecture: 1; Laboratory: 3

*For transfer credit please refer to page 203.

Offered: TBA

STGE 302 Scene Painting (2 credits)

This is an intermediate course in scenic painting techniques. With an understanding of basic scenic painting practices, students will move to more advanced techniques such as scale transfers, painting drops, and scrims.

*For transfer credit please refer to page 203.

Prerequisite: STGE 202

Lecture: 1; Laboratory: 2

Offered: TBA

STGE 310 Lighting III: Control Systems & Design (2 credits)

Students will become familiar with the various lighting control systems available today including pre-set and memory systems. The design process will also be introduced and students will develop basic light plots and schedules.

Prerequisite: STGE 210

Lecture: 1; Laboratory: 2

*For transfer credit please refer to page 203.

Offered: Fall

STGE 311 Audio Techniques I: Equipment (2 credits)

This course introduces students to the various audio components common to the performing and visual arts. The design, function and interconnection of sound systems will be studied.

Prerequisite: None

Lecture: 1; Laboratory: 2

*For transfer credit please refer to page 203.

Offered: TBA

STGE 380 Production Techniques (5 credits)

This is a practical course in Theatre Production. There will be active involvement as a technician or department head in a college production. The emphasis of this course is on further development of pre-production skills and responsibilities, as well as the running of a show.

Prerequisite: STGE 280

Laboratory: 6; Practicum: 7

*For transfer credit please refer to page 203.

Offered: Fall

STGE 405 Technical Direction (2.5 credits)

Students will examine the role and responsibilities of the Technical Director. Emphasis will be placed on developing the required supervisory skills including: problem-solving, product searching, and production scheduling.

Prerequisite: STGE 300 and STGE 105

Lecture: 1; Laboratory: 3

*For transfer credit please refer to page 203.

Offered: TBA

STGE 410 Lighting IV: Design (2 credits)

Students will become familiar with the necessary procedures and techniques for the design of theatrical lighting. Students will have an opportunity to develop and install designs for presentation.

Prerequisite: STGE 310

Lecture: 1; Laboratory: 2

*For transfer credit please refer to page 203.

Offered: TBA

STGE 411 Audio Techniques II: Recording and Reinforcement (2 credits)

Students will develop a working knowledge of two- and four-track recording techniques and audio reinforcement for the stage. Mixing and dubbing techniques, as well as microphone use and speaker placement will be emphasized.

Prerequisite: STGE 311

Lecture: 1; Laboratory: 2

*For transfer credit please refer to page 203.

Offered: TBA

STGE 480 Production Techniques (5 credits)

This is an advanced course in Theatrical Production. Students will be actively involved in one or more productions with responsibilities ranging from design of sets, costumes, sound and lighting to department heads in properties, electronics, costumes, and sets.

Prerequisite: STGE 380

Laboratory: 6; Practicum: 7

*For transfer credit please refer to page 203.

Offered: TBA

Theatre

Students intending to transfer must consult the calendar and transfer guide of the receiving institution for detailed information on course equivalencies. Theatre courses at Douglas College offer students the opportunity to study theatre in a college environment, and to work in a professionally operated theatre. Most of the Theatre Program courses are transferable; thus the Douglas College Theatre Program provides an excellent transition from high school to university studies. The theatre history courses are ideal for those wishing to enhance their background knowledge of theatre, or for those students in other programs who are seeking a complementary transferable arts elective. The wide variety of theatre courses offered provides a sound basis for students who wish to pursue a career in professional, community or education theatre.

Courses marked with an asterisk (*) are open to non-theatre majors.

THEA 105 History of Theatre I (3 credits)

This is a survey course which covers the major historical periods in theatre from the Greeks to early Tudor drama. Emphasis is placed on the development of Western Theatre through in-depth analysis of selected plays and the theatres of the time.

Prerequisite: None

Lecture: 3; Seminar: 1

For transfer credit please refer to page 203.

Offered: Fall

THEA 106 History of Theatre II (3 credits)

This is a survey course which covers the major historical periods in theatre from late Tudor drama to the end of Classicism. Emphasis is placed on the theatres of the times and representative dramatic literature.

Prerequisite: None

Lecture: 3; Seminar: 1

For transfer credit please refer to page 203.

Offered: Winter

THEA 107 Panorama of World Drama: the Restoration to 1875 (3 credits)

Students will examine the major historical periods in theatre from the time of the Restoration to 1875. Emphasis will be placed on theatres of the time and representative drama.

Prerequisite: None

Lecture: 3; Seminar: 1

For transfer credit please refer to page 203.

Offered: Fall

THEA 108 History of Theatre IV (3 credits)

Students will examine theatrical trends and representative dramatic literature from the late 1800s to modern times.

Prerequisite: None

Lecture: 3; Seminar: 1

For transfer credit please refer to page 203.

Offered: Winter

THEA 110 Basic Acting Techniques (3 credits)

This course is an exploration of the actor's inner resources. Students participate in scenes and dramatic exercises with emphasis on sense awareness, improvisation, speech and movement. The Fall session is for full-time theatre students only. Non-theatre students must be interviewed by the instructor to gain admittance to the Winter session.

Prerequisite: None

Lecture: 1; Laboratory: 5

* For transfer credit please refer to page 203.

Offered: Fall/Winter

THEA 111 Speech for the Stage (3 credits)

This course is a practical workshop in voice technique including relaxation, breathing, articulation speech sounds, vocal power and emotional impulse. The course is designed to equip beginning actors with techniques for use of the voice on stage.

Prerequisite: None

Lecture: 1; Laboratory: 5

For transfer credit please refer to page 203.

Offered: Fall

THEA 121 Applied Theatre (3 credits)

This course is designed to acquaint theatre and arts management students with the artistic and production process. This will include a survey of production facilities, technical production techniques and their application to the performing arts.

Prerequisite: None

Lecture: 2; Seminar: 2; Field Experience: 2

For transfer credit please refer to page 203.

Offered: Winter

THEA 140 Stage Design and Scenery Construction (3 credits)

This is a theatre production course covering basic theories and practices in design and construction of stage scenery. Actual work in a production will be included. (Since space is limited, priority will be given to full-time theatre students.)

Prerequisite: None

Laboratory: 6

For transfer credit please refer to page 206.

Not offered 1995/96

THEA 141 Lighting for the Stage (3 credits)

Students in this course will be introduced to the function, control and design of light in the theatre. Students will be involved in the lighting of a production.

Prerequisite: None

Lecture: 2; Laboratory: 3

For transfer credit please refer to page 203.

Not offered 1995/96

THEA 171 Creative Movement for the Stage (3 credits)

This course is designed to provide student actors with an uninhibited awareness of body control and to instruct them

on the use of their bodies as an instrument for conveying the works of a playwright to an audience.

Prerequisite: THEA 110

Lecture: 3; Laboratory: 3

For transfer credit please refer to page 203.

Offered: Fall

THEA 180 Play Production I (3 credits)

This is a practical course in theatre production. There will be active involvement as actor, production assistant or technician in a College production to be performed before a live audience. Emphasis will be placed on rehearsal techniques and students will become familiar with director-performer, stage manager-technician relationships.

Prerequisite: None

Laboratory: 6

For transfer credit please refer to page 203.

Offered: Fall

THEA 210 Creating a Role (3 credits)

This is an advanced course in techniques of acting, reading, interpretation and enactment of selected scenes from major works and short plays. Emphasis is placed on development of character and ensemble playing.

Prerequisite: THEA 110 or Instructor Permission

Lecture: 1; Laboratory: 6

For transfer credit please refer to page 203.

Offered: Winter

THEA 211 Advanced Speech for the Stage (3 credits)

This is a practical workshop where students practice the basic techniques learned in THEA 111. This course will stress the reading and interpretation of prose, drama and poetry, as well as the use of dialects in performance.

Prerequisite: THEA 111

Lecture: 1; Laboratory: 5

For transfer credit please refer to page 203.

Offered: Winter

THEA 240 Advanced Stagecraft (3 credits)

Special problems in scene construction and scene painting. Involves rendering of scene designs and constructing models.

Prerequisite: THEA 140

Laboratory: 6

For transfer credit please refer to page 203.

Not offered 1995/96

THEA 271 Advanced Problems in Stage Movement (3 credits)

This course is designed to further develop the students awareness of body control and to instruct them on the use of their bodies as expressive instruments in stage work. Work in dance techniques and stylized movement is also included.

Prerequisite: THEA 171

Corequisite: THEA 210

Lecture: 3; Laboratory: 3

For transfer credit please refer to page 203.

Offered: Winter

THEA 280 Play Production II (3 credits)

This is a practical course in theatre production. There will be active involvement as actor, production assistant or technician in a College production performed before an audience. Exposure to problems involved with performance is an integral factor and students will assume responsibilities for various theatrical tasks.

Prerequisite: THEA 180

Laboratory: 6

Offered: Winter

THEA 310 Advanced Acting (3 credits)

This is an advanced course in acting which will focus on various styles from Greek tragedy to the epic theatre of Berthold Brecht. Students will participate in appropriate scenes and/or short plays and will continue to work on scene analysis and role development.

Prerequisite: THEA 210

Lecture: 1; Laboratory: 5

For transfer credit please refer to page 203.

Offered: Fall

THEA 311 Voice and Movement on Stage (3 credits)

This course is a practical workshop in the use of body/voice as an instrument for theatrical creativity and interpretation. It is designed to reinforce the vocal and physical tools already required by the student actor and to guide the integration of these techniques into the creative dramatic situation to find the organic reality of a character.

Prerequisite: THEA 211, 271

Lecture: 1; Laboratory: 5

For transfer credit please refer to page 203.

Offered: Fall

THEA 380 Play Production III (3 credits)

This is a practical course in theatre production. There will be active involvement as actor, production assistant or technician in a College production performed before an audience. Exposure to problems involved with performance is an integral factor and students will assume responsibilities for various theatrical tasks.

Prerequisite: THEA 280

Laboratory: 6

Offered: Fall

THEA 410 Advanced Acting II: The Actor and The Production (3 credits)

This is an advanced course in acting which will focus on the actor as part of a total production. Students will continue to work on characterization and role development.

Prerequisite: THEA 310

Lecture: 1; Laboratory: 5

For transfer credit please refer to page 203.

Offered: Winter

THEA 480 Play Production IV (3 credits)

This is a practical course in theatre production. There will be active involvement as actor, production assistant or technician in a College production performed before a live

audience. Exposure to problems involved with performance is an integral factor and students will assume responsibilities for various theatrical tasks.

Prerequisite: THEA 380

Laboratory: 6

Offered: Winter

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Therapeutic Recreation

These courses are only for those students enrolled in the Therapeutic Recreation program. Course selection may vary subject to the date of entry into the program.

THRT 100 Recreation Integration (3 credits)

This course is designed to provide the therapeutic recreation student with the opportunity to examine how personal and societal ideologies influence human service systems. The concepts of normalization and integration are examined and applied to the recreation integration process. Emphasis is placed on the promotion of community-based leisure services for disabled persons.

Prerequisite: None

Lecture/Discussion: 60 hrs. per semester

Offered: Fall semester for full-time program; various times for part-time program

THRT 101 Introduction to Therapeutic Recreation (3 credits)

This course provides the student with the basic concepts necessary for formulating a philosophical and theoretical foundation in therapeutic recreation. The focus is on understanding the concepts of leisure. The student will apply the leisurability model and various assessment techniques used in assisting clients to develop an appropriate leisure lifestyle.

Prerequisite: None

Lecture/Discussion: 60 hrs. per semester

Offered: Fall semester for full-time programs; various times for part-time program

THRT 102 Human Growth and Development (3 credits)

This course is designed to provide the therapeutic recreation student with a basic understanding of normal cognitive, physical and psychosocial growth and development from conception to adulthood. The student will apply recreation to meet the individual's growth and development needs.

Prerequisite: None

Lecture/Discussion: 60 hrs per semester

Offered: Fall semester for full-time programs; various times for part-time program

THRT 103 Helping Skills for Therapeutic Recreation Practitioners (3 credits)

This course is designed to provide the student with an understanding of the variables and dynamics involved in a therapeutic relationship. Self-awareness, helping skills,

leadership styles and group dynamics will be examined as they relate to therapeutic recreation.

Prerequisite: None

Lecture: 60 hrs. per semester;

Seminar: 10 hrs per semester

Offered: Fall semester for full-time programs; various times for part-time program

THRT 201 Disabling Conditions I (3 credits)

This course provides an overview of the etiology prognosis and treatment of the most prevalent physical disabilities.

Therapeutic recreation principles and practices are applied to achieving a quality of life style for physically disabled individuals.

Prerequisite: THRT 102, BIOL 105

Lecture/Discussion: 60 hrs per semester

Offered: Winter semester for full-time programs; various times for part-time program

THRT 202 Disabling Conditions II (3 credits)

This course describes the prevalence, cause, characteristics and treatment of specific developmental and psychological impairments. Therapeutic recreation principles and practices are applied to achieving a quality of lifestyle for developmentally and psychologically disabled individuals.

Prerequisite: THRT 102, BIOL 105

Lecture/Discussion: 60 hrs per semester

Offered: Winter semester for full-time programs; various times for part-time program

THRT 215 Therapeutic Recreation: Fitness Leadership Skills (2 credits)

This course prepares the student to plan, implement, and evaluate therapeutic recreation programming involving fitness, assessment procedures, the design of personal fitness programs, weight control, fitness class leadership and promotion. Application and adaptation of fitness principles for disabled individuals and older adults will be emphasized.

Prerequisite: THRT 101, THRT 102, BIOL 105

Lecture/Practice: 40 hrs per semester

Offered: Winter semester for full-time programs; various times for part-time program

THRT 217 Therapeutic Recreation: Arts and Crafts (2 credits)

This course is designed to introduce the student to the concepts of arts and crafts and the handling of various art supplies. The student will learn to design simple crafts, apply adaptive aids, and locate and utilize available materials to assist special needs groups.

Prerequisite: THRT 101

Lecture/Discussion/Demonstration/Practice: 40 hrs per semester

Offered: Winter semester for full-time programs; various times for part-time program

THRT 281 Therapeutic Recreation: Practicum I (4 credits)

This course will introduce the student to the field of therapeutic recreation. The focus will be on understanding the agency, the needs of the client population and the role therapeutic recreation plays in their lives. Students will develop basic helping skills and leadership techniques.

Prerequisite: All THRT 100 level courses

Seminar: 10 hrs per semester; Practicum: 150 hrs per semester

Offered: Winter semester for full-time programs; various times for part-time program

THRT 302 Therapeutic Recreation: Leisure and Aging (3 credits)

This course provides the Therapeutic Recreation student with a basis for examining the relationship between leisure and aging. Characteristics of aging, theories of aging and disorders associated with aging will be examined and applied to the delivery of a continuum of leisure services.

Prerequisite: THRT 281

Lecture/Discussion: 60 hrs per semester

Offered: Fall semester for full-time programs; various times for part-time program

THRT 304 Therapeutic Recreation: Process & Program Planning (3 credits)

This course applies the principles and procedures of therapeutic recreation program design. Client assessment, individual and group program plans, and activity and task analysis will be applied to therapeutic recreation program planning, implementing and evaluation.

Prerequisite: THRT 281

Lecture/Discussion: 60 hrs per semester

Offered: Fall semester for full-time programs; various times for part-time program

THRT 315 Therapeutic Recreation: Physical Activity Skills (3 credits)

This course prepares the student to organize, implement and evaluate therapeutic recreation physical activities involving selected team sports, dual/pair activities, individual sports, dance, aquatics and perceptual motor activities. Activity and task analysis, motor learning, adaptation and leadership will be emphasized.

Prerequisite: THRT 205, THRT 281

Lecture/Practice: 60 hrs per semester

Offered: Fall semester for full-time programs; various times for part-time program

THRT 327 Therapeutic Recreation: Crafts and Drama (3 credits)

This course continues to develop the concepts taught in THRT 217 with emphasis on the therapeutic process involved in designing crafts to meet individual and group needs. Assessment, planning, evaluation, adaptation and leadership styles will be discussed for more complex crafts. Drama concepts are developed in relation to leadership and the therapeutic recreation process.

Prerequisite: THRT 217, THRT 281

Lecture/Discussion/Demonstration/Practice: 60 hrs per semester

Offered: Fall semester for full-time programs; various times for part-time program

THRT 381 Therapeutic Recreation: Practicum II (5 credits)

In this practicum the student will apply client assessment techniques, activity analysis and selection, and individual and group program planning. The student will continue to develop recreation leadership and professional skills acquired in THRT 281.

Prerequisite: THRT 281

Seminar: 15 hrs per semester

Practicum: 185 hrs per semester

Offered: Fall semester for full-time programs; various times for part-time program

THRT 403 Leisure Education (3 credits)

This course identifies leisure education as an emerging trend within the therapeutic recreation service system. The philosophies, goals, assessment and facilitation techniques of a variety of leisure education models will be explored.

Prerequisite: THRT 381, THRT 103

Lecture/Discussion: 60 hrs per semester

Offered: Winter semester for full-time programs; various times for part-time program

THRT 404 Therapeutic Recreation: Advanced Program Planning (3 credits)

This course applies the principles of program management to the delivery of therapeutic recreation services. Advanced program planning, department policies and procedures, and fiscal, personnel and volunteer management will be applied to the therapeutic recreation process.

Prerequisite: THRT 304, THRT 381

Lecture/Discussion: 60 hrs per semester

Offered: Winter semester for FT program, various times for PT program

THRT 480 Therapeutic Recreation: Practicum III (6 credits)

In this practicum the student will continue to develop the ability to assess clients and write individual program plans; design, implement and analyze therapeutic recreation programs; and apply effective leadership and professional skills. The student will also examine the administrative practices of a therapeutic recreation service.

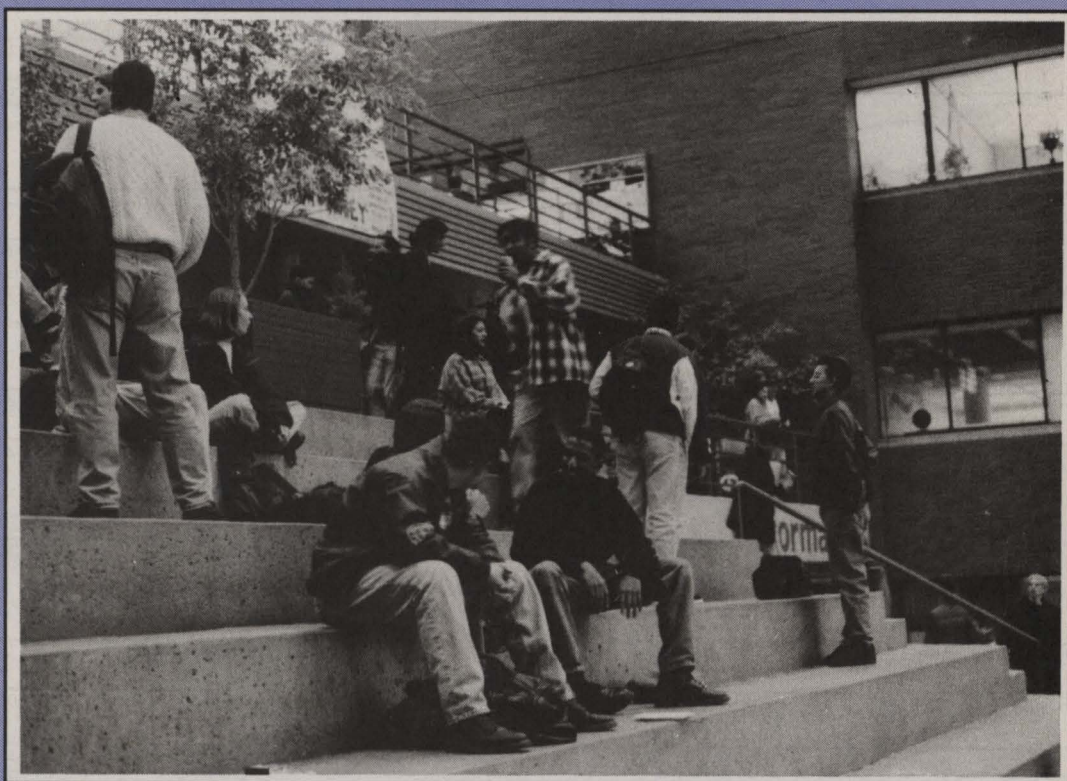
Prerequisite: THRT 381

Seminar: 20 hrs per semester; Practicum: 220 hrs per semester

Offered: Winter semester for full-time program, various times for part-time program

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Transfer Credit Guide



RECEIVING INSTITUTIONS...

DOUGLAS COLLEGE COURSE	MALASPINA UNIVERSITY COLLEGE COURSE	OKANAGAN UNIVERSITY COLLEGE	OLA UNIVERSITY PROGRAMS	SIMON FRASER UNIVERSITY	TRINITY WESTERN UNIVERSITY
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
Transfer Credit Guide					
Note: the Following Information is from the 1994/5 British Columbia Transfer Guide. While every effort has been made to make this guide as complete as possible, neither the universities listed nor Douglas College can be held liable for any errors in, or omissions from this guide. It is recommended that you confirm transferability with the institutions concerned.					
ACCT 110	ACCT 293 with Douglas ACCT 210	BUAD 111 (3) & 121 (3) with Douglas ACCT 210	ADMN 231 (3) with Douglas ACCT 210	BUS 251 (3) with Douglas ACC 210	BUSI 221 (3)
ACCT 210	ACCT 293 with Douglas ACCT 110	BUAD 111 (3) & 121 (3) with Douglas ACCT 110	ADMN 231 (3) with Douglas ACCT 110	BUS 251 (3) with Douglas ACC 110	BUSI 222 (3)
ACCT 310			ADMN (3)		BUSI 321 (3) with Douglas ACCT 410
ACCT 320			ADMN 232 (3) with Douglas ACCT 420		BUSI 323 (3) with Douglas ACCT 420
ACCT 330			ADMN 231 (3) with Douglas ACCT 110		
ACCT 410			ADMN (3)		BUSI 321 (3) with Douglas ACCT 310
ACCT 420			ADMN 232 (3) with Douglas ACCT 320		BUSI 324 (3) if has Douglas ACCT 320
ANTH 100	ANTH 112	ANTH 121 (3)	ANTH 101 (3)	SA 101 (3) Refer to Transfer Notes.	ANTH 201 (3)
ANTH 111	ANTH 214	ANTH 111 (3)	ANTH (3)	ARCH 131 (3)	ANTH 200 lev (3)
ANTH 112	ANTH 213	ANTH 104 (3)	ARCH 101 (3)	ARCH 101 (3)	ANTH 100 lev (3)
ANTH 120	ANTH 221	ANTH 222 (3)	ANTH (3)	SA 286 (3) Refer to Transfer Notes.	ANTH 100 L (3)
ANTH 130	ANTH (3)	ANTH 111 (3) & 121 (3) with Douglas ANTH 200	ANTH (3)	SA (3) ANTH 100 div	RELS 100 lev (3)
ANTH 160	ANTH (3)		ANTH (3)	SA (3) ANTH 100 div	ANTH 100 lev (3)
ANTH 170	ANTH 234		ANTH (3)	SA 263 (3) Refer to Transfer Notes.	ANTH 100 lev (3)
ANTH 191	ANTH (3)		ANTH (3)	SA (3)	ANTH 100 lev (3)
ANTH 192	ANTH (6)		ARCH (6)	ARCH (6)	ANTH 100 lev (6)
ANTH 200	ANTH (3)	ANTH 111 (3) & 121 (3) with Douglas ANTH 130	ANTH (3)	SA (3) ANTH 200 div	ANTH 200 lev (3)
ANTH 210	ANTH (3)	ANTH 241 (3)	ANTH (3)	ARCH 273 (3)	ANTH 200 lev (3)
ANTH 220	ANTH (3)		ANTH (3)	SA (3) ANTH or SA 218 (3) SA 218 (3) when offered explicitly as Medical Anthropology	ANTH 200 lev (3)
APSC 110		CIEN 146 (3)	APSC (3)		
BIOL 103	BIOL 156		BISC (3)	GE BISC (3)	BIOL 200 lev (3) May not take TWU BIOL 341 for credit.

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY OF COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
	ACCT (3)	BUS 143 (3)		COM 202 (1.5) with Douglas ACC 210; must have C or better to receive credit
	ACCT (3)	BUS 144 (3)		COM 202 (1.5) with Douglas ACC 110; must have C or better to receive credit
				COM 200 (1.5) with Douglas ACC 420; must have a C or better to receive credit.
				COM 200 (1.5) with Douglas ACC 320; must have a C or better to receive credit.
ANTH 100 (3)	ANTH 121	ANTH 210 (3)	ANTH 101 (3)	ANTH 100B (1.5)
ANTH 140 (3)	ANTH 111	ANTH 101 (3)	ANTH 100 lev (3) or Douglas ANTH 111/112 = UNBC ANTH 100 (3) & ANTH (3)	ANTH 100 lev (1.5) or ANTH 100A
ANTH 103 (3)	ANTH 119	ANTH 240 (3)	ANTH 100 lev (3) or Douglas ANTH 111/112 = UNBC ANTH 100 (3) & ANTH (3)	ANTH 100 lev (1.5) or ANTH 100A
ANTH 220 (3)	ANTH 223	ANTH 111 (3)	ANTH 100 lev (3)	ANTH 100 lev (1.5)
ANTH 100 (3) OR, ANTH (3) 2nd year	ANTH 121	ANTH (3)	ANTH 100 lev (3)	ANTH 100 lev (1.5)
ANTH (3) 2nd year	ANTH 214	ANTH (3)	ANTH 100 lev (3)	ANTH 100 lev (1.5)
ANTH 202 (3)	ANTH (3)	ANTH 220 (3)	ANTH 100 lev (3)	ANTH 100 lev (1.5)
	ANTH (3)	ANTH (3)		ANTH 100 lev (1.5)
ANTH (6) 1st year	ANTH (3)	ANTH (6)	ANTH 100 lev (3)	
ANTH 100 (3) OR, ANTH (3) 2nd year	ANTH 121	ANTH (3)	ANTH 200 lev (3)	ANTH 100 lev (1.5)
ANTH (3) 2nd year	ANTH (3)	ANTH (3)	ANTH 200 lev (3)	ANTH 100 lev (1.5)
ANTH (3) 2nd year	ANTH (3)	ANTH (3)	ANTH 200 lev (3)	ANTH 100 lev (1.5)
APSC 151 (3)	APSC (3)	Individual Assessment		ENGR 100 lev (1.5) Grade of C+ or better required.
BIOL 153 (6) with Douglas BIOL 203. UBC BIOL 153 is open only to School of Nursing students.	BIOL 159	BIO (3)		PE 100 lev (1.5) or BIOL 100 lev (1.5). Douglas BIOL 103 & 203 = UVic PE 141 (1.5) & PE 241B (1.5)

RECEIVING INSTITUTIONS...

DOUGLAS COLLEGE COURSE	MALASPINA UNIVERSITY COLLEGE COURSE	OKANAGAN UNIVERSITY COLLEGE	OLA UNIVERSITY PROGRAMS	SIMON FRASER UNIVERSITY	TRINITY WESTERN UNIVERSITY
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
BIOL 105			BISC (3)		
BIOL 109	PHED (3)		BISC (3)	KIN 105 (3) Douglas BIOL 109 & 209 = SFU KIN 105 (3) & KIN (3)	
BIOL 110	BIOL 112	BIOL 111 (3) & 121 (3) with Douglas BIOL 210	BISC 120 (3) & 125 (1)	BISC 102 (4)	BIOL 113 (3)
BIOL 203	BIOL 157		BISC (3)	GE (3) BISC	Under review
BIOL 209	PHED (3)		BISC (3)	KIN 105 (3) Douglas BIOL 109 & 209 = SFU KIN 105 (3) & KIN (3)	
BIOL 210	BIOL 111	BIOL 121 (3) OR, BIOL 111 (3) & 121 (3), with Douglas BIOL 110	BISC 121 (3) & 126 (1)	BISC 101 (4)	BIOL 114 (3)
BIOL 320	BIOL (3)		BISC 210 (3) & BISC (1)	BISC 202 (3)	BIOL 200 lev (3) May not take TWU BIOL 370 for credit.
BIOL 321	BIOL 200	BIOL 211 (3)	BISC 220 (3) & BISC (1)	BISC (3) Douglas BIOL 321 & 421 = SFU BISC 201 (3) & 301 (3)	BIOL 223 (3)
BIOL 322	BIOL (3)		BISC 350 (3) & BISC (1)	BISC 204 (3)	BIOL 200 lev (3) May not take TWU BIOL 381 for credit.
BIOL 421	BIOL 201	BIOL 221 (3)	BISC (3)	BISC (3) Douglas BIOL 421 & 321 = SFU BISC 301 (3) & 201 (3)	BIOL 384 (3)
BUSN 200			ADMN (3)	BUS (3)	BUSI 111 (3)
BUSN 210			BUSM 121 (3)	BUS (3)	BUSI 280 lev (3)
BUSN 320			BUSM 241 with BUSN 420		
BUSN 330			MATH 150 (3)	MATH (3)	
BUSN 337			MATH 102 (3)		
BUSN 350			ADMN (3)		
BUSN 420			BUSM 241 (3) with BUSN 320		
BUSN 430			MATH 102 (3)		
BUSN 432	ECON (3)		ADMN (3) L.L.	BUEC 232 (3)	BUSI 275 (3)
BUSN 437			ADMN (2)		
BUSN 451			ADMN (3)	BUS (3)	BUS 200 (3) May not take BUSI 351 for
CHEM 105	CHEM (3)	CHEM 114 (3) & 124 (3) with Douglas CHEM 110	CHEM 111 (3) & 116 (1)	CHEM 101 (3) & 106 (2)	Under review
CHEM 110	CHEM 121	CHEM 114 (3) & 124 (3) with Douglas CHEM 105	CHEM 110 (3) & 115 (1)	CHEM 102 (3) & 115 (2)	Under review
CHEM 210	CHEM 122	CHEM 111 (3) & 121 (3) with Douglas CHEM 110; OR, CHEM 112 (3) & 122 (3), with Douglas CHEM 110	CHEM 111 (3) & 116 (1)	CHEM 103 (3) & 118 (2)	Under review

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY OF COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
				PE 100 lev (1.5) or BIOL 100 lev (1.5)
HKIN 390 (3) Refer to Transfer Notes.	BIOL (3)	BIO 105 (3) BIO (3) of credit already received for BIO 105		PE 100 lev (1.5) Douglas BIOL 109 & 209 = UVic PE 141 (1.5) & PE 241B (1.5)
BIOL 101 (6) or 102 (6) with Douglas BIOL 210. Refer to Transfer Notes.	BIOL 111	Under review		BIOL 150A (1.5)
BIOL 153 (6) with Douglas BIOL 103. UBC BIOL 153 is open only to School of Nursing students.	BIOL 169	BIO (3)		PE 100 lev (1.5) or BIOL 100 lev (1.5). Douglas BIOL 103 & 203 = UVic PE 141 (1.5) & PE 241B (1.5)
HKIN 391 (3) Refer to Transfer Notes.	BIOL (3)	BIO 105 (3) BIO (3) of credit already received for BIO 105		PE 200 lev (1.5) Douglas BIOL 109 & 209 = UVic PE 141 (1.5) & PE 241B (1.5)
BIOL 101 (6) or 102 (6) with Douglas BIOL 110. Refer to Transfer Notes.	BIOL 121	Under review		BIOL 150B (1.5)
BIOL (3) 2nd year	BIOL 334	BIO 220 (3)		BIOL 300 (1.5)
BIOL 200 (3)	BIOL 213	BIO (3)		BIOL 200 (1.5)
BIOL (3) 2nd year	BIOL (3)	BIO 210 (3)		BIOL 306 (1.5)
BIOL 201 (3)	BIOL 223	BIO (3)		BIOL 200 (1.5)
	BUEC (3)	BUS 101 (3)		COM 100 lev (1.5) Must have a C or better.
			MATH 100 lev (3) Not for credit toward a major in Mathematics.	Under revision
			MATH 242 (3)	STAT 255 (1.5)
			MATH 242 (3)	STAT 255 (1.5)
	BUEC 232	BUS (3)	MATH 242 (3)	ECON 200 lev (1.5)
COMMERCE 392 (3)				
CHEM 103 (6) with Douglas CHEM 110	CHEM (3)	CHEM 101 (4)	CHEM 115 (4)	CHEM 101 (1.5)
CHEM 121 and 122 (6) with Douglas CHEM 210	CHEM 110	CHEM 111 (4) & CHEM (1)	CHEM 100 (4) & CHEM (4) with Douglas CHEM 210	CHEM 101 (1.5)
CHEM 121 and 122 (6) with Douglas CHEM 110.	CHEM 120	CHEM 112 (4) & CHEM (1)	CHEM 100 (4) & CHEM (4) with Douglas CHEM 110	CHEM 102 (1.5)

DOUGLAS COLLEGE COURSE	MALASPINA UNIVERSITY COLLEGE COURSE	OKANAGAN UNIVERSITY COLLEGE	OLA UNIVERSITY PROGRAMS	SIMON FRASER UNIVERSITY	TRINITY WESTERN UNIVERSITY
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
CHEM 310	CHEM 221		CHEM 1L (3)	CHEM 261 (3) & CHEM (2)	Under review
CHEM 320	CHEM 231	CHEM 212 (3) & 222 (3) with Douglas CHEM 420	CHEM 240 (3) & 245 (1)	CHEM 150 (3) & 155 (2)	CHEM 221 (3)
CHEM 321	CHEM 231	CHEM 212 (3) & 222 (3) with Douglas CHEM 421	CHEM 240 (3) & 245 (1)	CHEM 150 (3) & 155 (2)	CHEM 221 (3)
CHEM 410	CHEM 222		CHEM (3) LL	CHEM 232 (3) & CHEM (2) Douglas CHEM 410 & 310 = SFU CHEM 232, 261, 218 (9) & CHEM (1)	Under review
CHEM 420	CHEM 232	CHEM 212 (3) & 222 (3) with Douglas CHEM 320	CHEM 241 (3) & 246 (1)	CHEM 250 (3) & 255 (2)	CHEM 222 (3)
CHEM 421	CHEM 232	CHEM 212 (3) & 222 (3) with Douglas CHEM 321	CHEM 241 (3) & 246 (1)	CHEM 250 (3) & 255 (2)	CHEM 222 (3)
CISY 110	CSCI (3)	COSC 122 (3)	CMPT 101 (3)	CMPT 001 (3)	CMPT 110 (3)
CISY 200			CMPT (3)	BUS 237 (3)	
CISY 210	CSCI (3)		CPSC (3)		
CISY 230	CSCI (3)		CPSC (3)	CMPT 103 (3) and/or completion of CISY 240, CISY 250, CMPT 110; add CMPT 111-115 for up to 2 additional courses. Refer to Transfer Notes.	CMPT 200 lev (1.5)
CISY 240	CSCI (3)		CPSC (3)	CMPT 103 (3) and/or completion of CISY 230, CISY 250, CMPT 110; add CMPT 111-115 for up to 2 additional courses. Refer to Transfer Notes.	CMPT 200 lev (1.5)
CISY 250	CSCI 160		CPSC (3)	CMPT 103 (3) and/or completion of CISY 230, CISY 240, CMPT 110; add CMPT 111-115 for up to 2 additional courses. Refer to Transfer Notes.	CMPT 200 lev (1.5)
CISY 260	CSCI 250	COSC 125 (3)	CPSC (3)		CMPT 200 lev (1.5)
CISY 300	CSCI (3)		CMPT 212 (3)	CMPT (3) Refer to Transfer Notes.	CMPT 200 lev (3)
CISY 310			CMPT (3)		

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY OF COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
CHEM 205 (6) OR, CHEM 201 (3) & 202 (3), OR, CHEM 208 (6); in all cases must be taken with Douglas CHEM 410.	CHEM 211	CHEM 222 (4) & CHEM (1)	CHEM 200 (4)	CHEM 245 (1.5) & 200 lev (1.5), with Douglas CHEM 410. Level credit if both courses not completed. Consult Dept re placement.
CHEM 230 (6) with Douglas CHEM 420	CHEM 212	CHEM 211 (4) & CHEM (1)	CHEM 200 lev (4) Not for chemistry majors.	CHEM 231 (1.5)
CHEM 203 (6) with Douglas CHEM 421	CHEM (3)	Under review	CHEM 201 (4)	CHEM 231 (1.5)
CHEM 205 (6) OR, CHEM 201 (3) & 202 (3); OR, CHEM 208 (6); in all cases must be taken with Douglas CHEM 310.	CHEM 221	CHEM 221 (4) & CHEM (1)	CHEM 200 lev (4)	CHEM 245 (1.5) & 200 lev (1.5), with Douglas CHEM 310. Level credit if both courses not completed. Consult Dept re placement.
CHEM 230 (6) with Douglas CHEM 320	CHEM 222	CHEM 212 (4) & CHEM (1)	CHEM 200 lev (4) Not applicable to a major in Chemistry.	CHEM 232 (1.5) May take 3rd year organic courses if 213 taken as corequisite in fall.
CHEM 203 (6) with Douglas CHEM 321	CHEM (3)	Under review	CHEM 203 (4)	CHEM 232 (1.5) May take 3rd year organic courses if 213 taken as corequisite in Fall.
CPSC (3) Maximum credit granted for Douglas CISCY 110, 210, 230, 240, 250, 260 is 6 credits.	COMP 170	COMP (3)	CPSC 150 (3) Not applicable to a major in Computer Science.	CSC 100 (1.5)
	COMP (3)	Under review	CPSC 290 (3)	CSC 100 lev (1.5)
CPSC (3) Maximum credit granted for Douglas CISCY 110, 210, 230, 240, 250, 260 is 6 credits.	COMP (3)	Under review		CSC 100 lev (1.5)
CPSC (3) Maximum credit granted for Douglas CISCY 110, 210, 230, 240, 250, 260 is 6 credits.	COMP 157	COMP 150 (3)	CPSC 100 lev (3)	CSC 100 lev (1.5)
CPSC (3) Maximum credit granted for Douglas CISCY 110, 210, 230, 240, 250, 260 is 6 credits.	COMP (3)	Under review	CPSC 100 lev (3)	CSC 100 lev (1.5)
CPSC (3) Maximum credit granted for Douglas CISCY 110, 210, 230, 240, 250, 260 is 6 credits.	COMP (3)	Under review	CPSC 100 lev (3)	CSC 110 (1.5)
CPSC (3) Maximum credit granted for Douglas CISCY 110, 210, 230, 240, 250, 260 is 6 credits.	COMP 167	Under review	CPSC 200 lev (3)	CSC 275 (1.5)
CPSC (3) 2nd year Precludes credit for CPSC 404.	COMP (3)	COMP (3)	CPSC 200 lev (3) Precludes credit for UNBC CPSC 422.	CSC 200 lev (1.5)
				CSC 200 lev (1.5)

RECEIVING INSTITUTIONS...

DOUGLAS COLLEGE COURSE	MALASPINA UNIVERSITY COLLEGE COURSE	OKANAGAN UNIVERSITY COLLEGE	OLA UNIVERSITY PROGRAMS	SIMON FRASER UNIVERSITY	TRINITY WESTERN UNIVERSITY
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
CISY 370			CPSC (3)	CMPT 112 (1)	CMPT 100 lev (1)
CISY 410		COSC 122 (3)	CMPT 214 (3)		CMPT 110 (3)
CISY 420	CSCI (3)		CMPT (3)	CMPT 001 (3)	
CISY 430			CMPT (3)		
CISY 440			CMPT (3)		
CISY 450	CSCI 261		CPSC (3)	CMPT 105 (3)	CMPT 200 lev (3)
CISY 470			CMPT 214 (3)		
CMNS 110			ENGL (3) No more than 6 credits of CMNS courses to be accepted on any degree program.		
CMNS 111			ENGL (3) No more than 6 credits of CMNS courses to be accepted on any degree program.		
CMNS 115	ENGL 225		ENGL (3) May not take ENGL 301 for additional credit. No more than 6 credits of CMNS courses to be accepted on any degree program.		COMM 100 lev (3) May not take TWU COMM 310 for credit.
CMNS 118			ENGL (3)		
CMNS 160			THTR (3)	GE (3) Film	
CMNS 161			THTR (3)	GE (3) Film Studio	
CMNS 216			CMNS (3)	CMNS Douglas CMNS 216 & PRFU 370 = SFU CMNS (3)	COMM 200 lev (2)
CMNS 218			ENGL (3)		
CMPT 100			CPSC (3)	CMPT 103 (3) Douglas CMPT 100 & 110 = SFU CMPT 100 (3) & 101 (3)	COMP 100 lev (3)
CMPT 110	CSCI 160	COSC 111 (3)	CPSC (3)	CMPT 101 (3)	CMPT 131 (3)
CMPT 210	CSCI 161	COSC 222 (3)	CPSC (4)	CMPT 201 (4)	CMPT 132 (3)
CMPT 220	CSCI 261	COSC 211 (3)	CPSC (3)	CMPT 105 (3)	CMPT 200 lev (3)
CMPT 310	CSCI (3)		CPSC (3)	CMPT 201 (4)	CMPT 231 (3)
CMPT 330	CSCI (3)	COSC 221 (3)	CPSC (3)	CMPT 205 (3)	CMPT 332 (3)
CMPT 350	CSCI 240		CPSC (3)	CMPT 290 (3)	CMPT 200 lev (3)
COAC 251				No credit	PHED 280 (3)
COAC 351				ATHL 201 (3)	PHED 457 (1) and 457a (2)
COAC 451				No credit	PHED 458 (1) and 458a (2)
COOP 200				BUS 255 (0)	
CRIM 100	CRIM 131		CRIM 131 (3)	CRIM 131 (3)	SOCI 100 lev (3)
CRIM 101			CRIM (3)	CRIM (3)	
CRIM 120			CRIM 151 (3)	CRIM 151 (3)	

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY OF COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
CPSC (3) First Year				CSC 110 (1.5)
CPSC 100 (3)			CPSC 150 (3)	CSC 100 (1.5)
	COMP (3)			CSC 100 lev (1.5)
				CSC 200 lev (1.5)
			CPSC 200 lev (3)	CSC 200 lev (1.5)
CPSC (3) 2nd year	COMP (3)	COMP 255 (3)	CPSC 200 lev (3) Credit will be granted for only one of Douglas CIS 450 or CMPT 220.	CSC 230 (1.5)
				CSC 100 (1.5)
				ENGL 100 lev (1.5)
				ENGL 100 lev (1.5)
ENGL (3) Precludes credit for ENGL 301.	ENGL (3)	Under review		ENGL 225 (1.5) No more than 3 units of CMNS courses to be accepted on any degree program.
ENGL (3) 2nd year with Douglas CMNS 216 and 218				
THTR (3)	THTR (3)	Under review	ELEC 100 lev (3)	ART 200 lev (1.5)
THTR 233 (3)	THTR (3)	FILM (3)	ELEC 100 lev (3)	ART 200 lev (1.5)
ENGL (3) 2nd year with Douglas CMNS 118 and 218	ENGL (3)	CMNS (3)		PSYC 200 lev (1.5)
ENGL (3) 2nd year with Douglas CMNS 118 and 216	ENGL (3)	Under review	Engl 100 lev (3)	ENGL 200 lev (1.5)
CPSC (3) Not for credit in the Faculty of Science. Credit granted for only one of Douglas CMPT 100 or 110.	COMP (3)	COMP 150 (3)		
CPSC (3) or FRST 232 (3) Credit granted for only one of Douglas CMPT 100 or 110.	COMP 113	COMP 155 (4)	CPSC 100 lev (3)	CSC 110 (1.5)
CPSC 216 (3)	COMP 175	COMP 175 (4)	CPSC 101 (3) Supplemental self-study in C must be done before enrolling in CPSC 200. See Program Chair.	CSC 115 (1.5)
CPSC 218 (3)	COMP (3)		CPSC 200 lev (3) Credit will be granted for only one of Douglas CIS 450 or CMPT 220.	CSC 230 (1.5)
CPSC (3)	COMP (3)	COMP 175 (3)	CPSC 281 (3)	CSC 200 lev (1.5)
CPSC 220 (3)	COMP (3)	COMP (3)	CPSC 240 (3)	CSC 200 lev (1.5)
ELEC 256 (3)	COMP (3)	COMP (3)	CPSC 231 (3)	CSC 250 (1.5)
	SOCI (3)	CRIM 103 (3)	ELEC 100 lev (3)	SOCI 100 lev (1.5)
			ELEC 100 lev (3)	
			ELEC 100 lev (3)	

RECEIVING INSTITUTIONS...

DOUGLAS COLLEGE COURSE	MALASPINA UNIVERSITY COLLEGE COURSE	OKANAGAN UNIVERSITY COLLEGE	OLA UNIVERSITY PROGRAMS	SIMON FRASER UNIVERSITY	TRINITY WESTERN UNIVERSITY
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
CRIM 128			CRIM (3)	CRIM (3)	
CRIM 140	CRIM (3)		CRIM (3)	CRIM (3)	SOCI 100 lev (3)
CRIM 150	CRIM 101		CRIM 101 (3)	CRIM 101 (3)	SOCI 100 lev (3)
CRIM 160	CRIM 135		CRIM 135 (3)	CRIM 135 (3)	SOCI 100 lev (3)
CRIM 170			CRIM 241 (3)	CRIM 241 (3)	
CRIM 180					No Credit
CRIM 220	CRIM (3)		CRIM (3)	CRIM (3)	
CRIM 240			CRIM (3)	CRIM (3)	SOCI 200 lev (3)
CRIM 251	CRIM (3)		CRIM 103 (3)	CRIM 103 (3)	SOCI 200 lev (3)
CRIM 252	CRIM 104		CRIM 104 (3)	CRIM 104 (3)	SOCI 200 lev (3)
CRIM 253	CRIM 210		CRIM (3)	CRIM 210 (3)	SOCI 200 lev (3)
CRIM 254	CRIM 120		CRIM 120 (3)	CRIM 120 (3)	SOCI 200 lev (3)
CRIM 255	CRIM (3)		CRIM (3)	CRIM (3)	SOCI 100 lev (3)
CRIM 256				CRIM 213 (3)	
CRIM 260			CRIM 230 (3)	CRIM 230 (3)	SOCI 200 lev (3)
CRIM 261	PLSC 151		POLI 151 (3)	POL 151 (3)	SOCI 200 lev (3)
CRIM 262			CRIM (3)	CRIM (3) Exemption from CRIM 330	
CRIM 271			CRIM (3)		
CRIM 275			CRIM (3)	CRIM (3)	
CRWR 100	CREW (3)			ENGL (3) Refer to Transfer Notes.	ENGL 207 (3)
CRWR 101	CREW (3)	ENGL 229 (3) with Douglas CRWR 102 or CRWR 103	CRWR (3)	ENGL (3) Refer to Transfer Notes.	ENGL 207 or 208 (3) with Douglas CRWR 102 or 103
CRWR 102	CREW (3)	ENGL 229 (3) with Douglas CRWR 101 or CRWR 103	CRWR (3)	ENGL (3) Refer to Transfer Notes.	ENGL 207 or 208 (3) with Douglas CRWR 101 or 103
CRWR 103	CREW (3)	ENGL 229 (3) with Douglas CRWR 101 or CRWR 102	CRWR (3)	ENGL (3) Refer to Transfer Notes.	ENGL 207 or 208 (3) with Douglas CRWR 101 or 102
CRWR 200			ENGL (3) LL	ENGL (3) Refer to Transfer Notes.	
CRWR 202	CREW (3)		ENGL (3) LL as per March 9/93	ENGL (3) Refer to Transfer Notes.	
CRWR 300	CREW (3)		CRWR (3)	ENGL (3) Refer to Transfer Notes.	ENGL 200 lev (3)
CRWR 310	CREW (3)		CRWR (3)	ENGL (3) Refer to Transfer Notes.	ENGL 200 lev (3)
CRWR 340			CRWR (3)		

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY OF COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
	SOCI (3)	CRIM (3)		SOSC 100 lev (1.5)
SOCI (3)	SOCI (3)	CRIM 100 (3)	SOSC 100 lev (3)	SOCI 100 lev (1.5)
POLI (3)	SOCI (3)	CRIM 135 (3)	ELEC 100 lev (3)	POLI 220 (1.5)
			SOSC 100 lev (3)	
No Credit				
	SOCI (3)	CRIM (3)	SOSC 200 lev (3)	SOCI 200 lev (1.5) to a maximum of 3 units.
PSYC (3) Refer to Transfer Notes.	SOCI (3)	CRIM 105 (3)	PSYC 200 lev (3)	PSYC 200 lev (1.5)
SOCI (3)	SOCI (3)	CRIM 104 (3)	SOSC 200 lev (3)	SOCI 200 lev (1.5) to a maximum of 3 units.
SOCI (3)	SOCI (3)	CRIM 210 (3)	SOSC 200 lev (3)	SOCI 200 lev (1.5) to a maximum of 3 units.
SOCI (3)	SOCI (3)	CRIM 220 (3)	SOSC 200 lev (3)	SOCI 200 lev (1.5) to a maximum of 3 units.
SOCI (3)	SOCI (3)	CRIM (3)	SOSC 200 lev (3)	SOCI 200 lev (1.5) to a maximum of 3 units.
SOCI (3) 2nd year	SOCI (3)	Individual Assessment		SOCS 200 lev (1.5)
			ELEC 100 lev (3)	
POLI (3)	SOCI (3)	CRIM 109 (3)	SOSC 200 lev (3)	POLI 220 (1.5)
			SOSC 200 lev (3)	
			SOSC 200 lev (3)	
	ENGL (3)	ENGL (3)		Creative Writing A portfolio should be submitted to the Creative Writing Department to determine sufficient mastery to enter 2nd year or the creative writing program.
CRWR 202 (6) with Douglas CRWR 102 or 103. Refer to Transfer Notes.	ENGL (3)	ENGL (3)	ENGL 100 lev (3)	WRIT 100 lev (1.5)
CRWR 202 (6) with Douglas CRWR 101 or 103. Refer to Transfer Notes.	ENGL (3)	ENGL (3)	ENGL 100 lev (3)	WRIT 100 lev (1.5)
CRWR 202 (6) with Douglas CRWR 101 or 102. Refer to Transfer Notes.	ENGL (3)	ENGL (3)	ENGL 100 lev (3)	WRIT 100 lev (1.5)
CRWR (3) 2nd year			ENGL 200 lev (3)	WRIT 200 lev (1.5)
CRWR (3) 2nd year Any 2 of Douglas CRWR 202, 340, 401 = prerequisite for UBC CRWR 405 or 416. Refer to Transfer Notes.	ENGL (3)	ENGL (3)	ENGL 200 lev (3)	
CRWR (3) 2nd year Refer to Transfer Notes.	ENGL (3)	ENGL (3)	ENGL 200 lev (3)	WRIT 200 lev (1.5)
CRWR (3) 2nd year Refer to Transfer Notes.	ENGL (3)	ENGL (3)		WRIT 200 lev (1.5) Consult Dept re specific course credit.
CRWR (3) 2nd year Any 2 of Douglas CRWR 202, 340, 401 = prerequisite for UBC CRWR 405 or 416. Refer to Transfer Notes.			ENGL 200 lev (3)	

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Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
CRWR 350	CREW (3)		CRWR (3)	ENGL (3) Refer to Transfer Notes.	ENGL 200 lev (3)
CRWR 401	CREW (3)		CRWR (3)	ENGL (3) Refer to Transfer Notes.	
ECON 101	ECON 101	ECON 124 (3)	ECON (3)	ECON 101 (3)	ECON 100 lev (3)
ECON 110	ECON (3)		ECON (3)	ECON 250 (3)	ECON 100 lev (3)
ECON 111	ECON (3)		ECON (3) L.L.	ECON (3)	ECON 100 lev (3)
ECON 125	ECON (3)		ECON (3)	ECON (3)	
ECON 150	ECON 111	ECON 115 (3) & 125 (3) with Douglas ECON 250	ECON 200 (3)	ECON 103 (3)	ECON 201 (3)
ECON 208			ECON (3) L.L.		
ECON 210	ECON (3)	ECON 122 (3)	ECON (3) L.L.	ECON 252 (3)	ECON 200 lev (3)
ECON 211			ECON (3) L.L.		
ECON 250	ECON 112	ECON 115 (3) & 125 (3) with Douglas ECON 150	ECON 201 (3)	ECON 105 (3)	ECON 202 (3)
ECON 260			ECON (3) L.L.		
ECON 280			ECON (3) L.L.		
ECON 350	ECON 201	ECON 201 (3)	ECON 300 (3)	BUS 207 (3)	ECON 200 lev (3)
ECON 408			ECON (3) L.L.	ECON 210 (3)	ECON 304 (3)
ECON 418			ECON (3) 2nd Year. U.L.	ECON 208 (3)	ECON 306 (3)
ECON 450	ECON 202	ECON 202 (3)	ECON (3) 2nd Year. As per Dec 16/93	No credit	ECON 302 lev (3)
ECON 460					ECON 400 lev (3)
ENGL 101	ENGL (3)	ENGL 223 (3)	ENGL Any 2 of Douglas ENGL 101/ 102/ 106/ 109/ 114 & 151 = ENGL 100 (3) & ENGL 101 (3) & ENGL (3) for each additional course.	ENGL 221 (3)	ENGL 100 lev (3) Could replace TWU ENGL 103 or 104
ENGL 102	ENGL (3)		ENGL Any 2 of Douglas ENGL 101/ 102/ 106/ 109/ 114 & 151 = ENGL 100 (3) & ENGL 101 (3) & ENGL (3) for each additional course.	ENGL (3) Fulfills Business Administration Group A special English requirements.	ENGL 100 lev (3) Could replace TWU ENGL 103 or 104
ENGL 106	ENGL 121	ENGL 118 (3)	ENGL Any 2 of Douglas ENGL 101/ 102/ 106/ 109/ 114 & 151 = ENGL 100 (3) & ENGL 101 (3) & ENGL (3) for each additional course.	ENGL 101 (3)	ENGL 100 lev (3) Could replace TWU ENGL 103 or 104
ENGL 107	ENGL (3)	ENGL 214 (3)	ENGL (3)	ENGL 228 (3) If both ENGL 107 & 310 taken, credit = ENGL 228 (3) & ENGL (3).	ENGL 100 lev (3) Could replace TWU ENGL 103 or 104

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY OF COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
CRWR (3) 2nd year Precludes credit for CRWR 409. Refer to Transfer Notes.	ENGL (3)	ENGL (3)	ENGL 200 lev (3)	WRIT 100 lev (1.5)
CRWR (3) 2nd year Any 2 of Douglas CRWR 202, 340, 401 = prerequisite for UBC CRWR 405 or 416. Refer to Transfer Notes.	ENGL (3)		ENGL 200 lev (3)	
ECON (3) 1st year Refer to Transfer Notes.	ECON 111	ECON 110 (3)	UNSP 100 lev (3) May be used to fulfill a CORE requirement	ECON 100 lev (1.5)
ECON (3) Refer to Transfer Notes.	ECON (3)	ECON (3)	UNSP 100 lev (3) May be used to fulfill a CORE requirement	ECON 100 lev (1.5)
ECON (3) Refer to Transfer Notes.	ECON 223	ECON (3)	UNSP 100 lev (3) May be used to fulfill a CORE requirement	ECON 100 lev (1.5)
ECON (3) Refer to Transfer Notes.	ECON (3)	ECON (3)	UNSP 100 lev (3) May be used to fulfill a CORE requirement	ECON 100 lev (1.5)
ECON 100 (6) with Douglas ECON 250	ECON 211	ECON 201 (3)	ECON 200 (3)	ECON 201 (1.5)
ECON (3) Preclude credit for ECON 345. Refer to Transfer Notes.	ECON 213	ECON (3)	ECON 200 lev (3)	ECON 100 lev (1.5)
ECON 100 (6) with Douglas ECON 150	ECON 221	ECON 202 (3)	ECON 201 (3)	ECON 202 (1.5)
No equivalent	ECON 290	Individual Assessment	ECON 200 (3)	ECON 200 lev (1.5)
	ECON 213			ECON 200 lev (1.5)
ECON 202 (3)	ECON 295	Individual Assessment	ECON 201 (3)	ECON 200 lev (1.5)
				ECON 200 lev (1.5)
ENGL (3) 1st year	ENGL 111	ENGL 140 (3)	ENGL 100 lev (3)	ENGL 100 lev (1.5)
ENGL (3) 1st year	ENGL (3)	ENGL (3)	ENGL 100 lev (3)	ENGL 100 lev (1.5)
ENGL (3) 1st year	ENGL (3)	ENGL 120 (3)	ENGL 100 lev (3)	ENGL 121 (1.5)
ENGL (3) 1st year	ENGL (3)	ENGL 226 (3)	ENGL 100 lev (3)	ENGL 100 lev (1.5)

RECEIVING INSTITUTIONS...

DOUGLAS COLLEGE COURSE	MALASPINA UNIVERSITY COLLEGE COURSE	OKANAGAN UNIVERSITY COLLEGE	OLA UNIVERSITY PROGRAMS	SIMON FRASER UNIVERSITY	TRINITY WESTERN UNIVERSITY
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
ENGL 109	ENGL 116	ENGL 140 (3)	ENGL Any 2 of Douglas ENGL 101/ 102/ 106/ 109/ 114 & 151 = ENGL 100 (3) & ENGL 101 (3) & ENGL (3) for each additional course.	ENGL (3) Fulfills Business Administration Group A special English requirements.	ENGL 100 lev (3) Could replace TWU ENGL 103 or 104
ENGL 112	ENGL (3)		ENGL (3) May not take EDUC 465 for additional credit.	ENGL (3) Fulfills Business Administration Group A special English requirements.	ENGL 100 lev (3) Could replace TWU ENGL 103 or 104
ENGL 114	ENGL (3)		ENGL Any 2 of Douglas ENGL 101/ 102/ 106/ 109/ 114 & 151 = ENGL 100 (3) & ENGL 101 (3) & ENGL (3) for each additional course.	ENGL 102 (3)	ENGL 103 (3)
ENGL 130	ENGL 115	ENGL 110 (3)	ENGL (3)	ENGL 199 (3)	ENGL 101 (3)
ENGL 151	ENGL (3)	ENGL 213 (3)	ENGL Any 2 of Douglas ENGL 101/ 102/ 106/ 109/ 114 & 151 = ENGL 100 (3) & ENGL 101 (3) & ENGL (3) for each additional course.	ENGL 103 (3)	ENGL 104 (3)
ENGL 310	ENGL (3)		ENGL (3)	ENGL 228 (3) If both ENGL 310 & 107 taken, credit = ENGL 228 (3) & ENGL (3).	ENGL 200 lev (3)
ENGL 313	ENGL (3)		ENGL (3)	ENGL (3)	ENGL 200 lev (3)
ENGL 314	ENGL 251		ENGL (3)	ENGL 102 (3) If credit received for ENGL 102, credit will be ENGL (3).	ENGL 200 lev (3)
ENGL 315	ENGL 209	ENGL 215 (3)	ENGL (3)	ENGL (3)	ENGL 200 lev (3)
ENGL 316	ENGL 200	ENGL 221 (3) with Douglas ENGL 317	ENGL 220 (3)	ENGL 204 (3) Student may request credit as ENGL 205 (3) instead.	ENGL 213 (3)
ENGL 317	ENGL 201	ENGL 221 (3) with Douglas ENGL 316	ENGL 221 (3)	ENGL 206 (3)	ENGL 214 (3)
ENGL 319	ENGL (3)	ENGL 121 (3)	ENGL (3)	ENGL 101 (3)	ENGL 222 (3)
FINC 300			ADMN (3) L.L.	No credit	
FINC 310			ADMN (3) L.L.		
FINC 320			ADMN (3) L.L.		
FINC 340			ADMN (3)	No credit	
FINC 400			ADMN (3) L.L.	No credit	
FINC 410			ADMN (3) LL	No credit	
FINC 420			ADMN (3) LL	No credit	No credit
GEOG 100	GEOG 120	GEOG 117 (3)	GEOG (3)	GEOG 100 (3)	GEOG 100 lev (3)
GEOG 110	GEOG (3)	GEOG 111 (3) & 121 (3) with Douglas GEOG 120	GEOG 110 (3)	GEOG (3) PHYS GEOG Douglas GEOG 110 & GEOG/GEO 120 = SFU GEOG 111 (3) & GEOG 112 (3)	GEOG 101 (3)
GEOG 120	GEOG 111	GEOG 111 (3) & 121 (3) with Douglas GEOG 110	GEOG 111 (3)	GEOG 112 (3) Douglas GEOG 120 & 110 = SFU GEOG 111 (3) & GEOG 112 (3)	GEOG 102 (3)
GEOG 130	GEOG 110		GEOG (3)	GEOG 102 (3)	GEOG 110 (3)
GEOG 160	GEOG (3)	GEOG 217 (3)	GEOG 270 (3)	GEOG 265 (3)	GEOG 100 lev (3)
GEOG 170	GEOG 250		GEOG (3)	GEOG 250 (3)	GEOG 100 lev (3)

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Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
ENGL 110 (3)	ENGL 111	ENGL (3)	ENGL 100 lev (3)	ENGL 116 (1.5)
ENGL (3)	ENGL (3)	ENGL (3)	ENGL 100 lev (3)	ENGL 100 lev (1.5)
ENGL (3) 1st year	ENGL 218	ENGL 110 (3)	ENGL 100 lev (3)	ENGL 100 lev (1.5)
ENGL 112 (3)	ENGL 110	ENGL 105 (3)	ENGL 100 lev (3)	ENGL 115 (1.5)
ENGL (3) or THTR (3)	ENGL 219	ENGL 130 (3)	ENGL 100 lev (3)	ENGL 100 lev (1.5)
ENGL (3) 2nd year	ENGL (3)	ENGL 227 (3)	ENGL 200 lev (3)	ENGL 201 (3) with Douglas ENGL 313
ENGL (3) 2nd year	ENGL (3)	ENGL (3)	ENGL 200 lev (3)	ENGL 201 (3) with Douglas ENGL 310
ENGL 205 (3)	ENGL 218	ENGL 110 (3)	ENGL 200 lev (3)	ENGL 200 lev (1.5)
ENGL (3) 2nd year	ENGL (3)	ENGL (3)	ENGL 200 lev (3)	ENGL 250 (1.5)
ENGL 201 (6) with Douglas ENGL 317.	ENGL 211	ENGL 201 (3)	ENGL 200 lev (3)	ENGL 200 (3) with Douglas ENGL 317
ENGL 201 (6) with Douglas ENGL 316.	ENGL 221	ENGL 202 (3)	ENGL 200 lev (3)	ENGL 200 (3) with Douglas ENGL 316
ENGL 207 (3)	ENGL (3)	ENGL 120 (3)	ENGL 200 lev (3)	ENGL 200 lev (1.5)
				Under revision
				Under revision
COMM 297 (3) with Douglas FINC 340				Under revision
COMM 297 (3) with Douglas FINC 320				Under revision
No credit				Under revision
No equivalent				
GEOG 121 (3)	GEOG 112	GEOG 140 (3)	GEOG 201 (3)	GEOG 101B (1.5)
GEOG 101 (6) with Douglas GEOG 120; OR, GEOG 102 (3) & 103 (3) with Douglas GEOG 120	GEOG 122	GEOG 101 (3)	ENVS 201 (3)	GEOG 213 (1.5) or GEOG 200P lev (1.5)
GEOG 103 (3)		GEOG 102 (3)	GEOG 210 (3)	EOS 100 lev (1.5)
GEOG 210 (3)	GEOG 210	GEOG 111 (3)	GEOG 100 (3)	GEOG 101A (1.5)
GEOG (3)	GEOG 223	GEOG 131 (3)	GEOG 200 (3)	GEOG 100R lev (1.5)
GEOG (3)	GEOG (3)	GEOG 251 (3)	GEOG 205 (3)	GEOG 100T lev (1.5)

DOUGLAS COLLEGE COURSE	MALASPINA UNIVERSITY COLLEGE COURSE	OKANAGAN UNIVERSITY COLLEGE	OLA UNIVERSITY PROGRAMS	SIMON FRASER UNIVERSITY	TRINITY WESTERN UNIVERSITY
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
GEOG 180	GEOG 290	GEOG 224 (3)	GEOG (3)	GEOG 162 (3)	GEOG 230 (3)
GEOG 190	GEOG (3)	GEOG 218 (3)	GEOG (3)	GEOG 263 (3)	GEOG 100 lev (3)
GEOG 210	GEOG (3)	GEOG 212 (3)	GEOG (3)	GEOG 214 (3)	GEOG 200 lev (3)
GEOG 212	GEOG 240	GEOG 221 (3)	GEOG (3)	GEOG 221 (3)	GEOG 200 lev (3)
GEOG 213	GEOG (3)	GEOG 211 (3)	GEOG (3)	GEOG 241 (3)	GEOG 200 lev (3)
GEOG 220	GEOG 220	GEOG 222 (3)	GEOG (3)	GEOG 213 (3)	GEOG 200 lev (3)
GEOG 230			GEOG (3) LL	GEOG 215 (3)	GEOG 100 lev (3)
GEOG 321	GEOG (3)	GEOG 205 (3)	GEOG (3)	GEOG (3) PHYS GEOG	GEOG 200 lev (3)
GEOL 120			GEOL 120 (4)	GEOG 112 (3) Douglas GEOL 120 & GEOL 121 = SFU GEOG (3) & GEOG 112 (3)	GEOL 109 (3)
GEOL 121	GEOL 112			GEOG 112 (3) Douglas GEOL 120 & GEOL 121 = SFU GEOG (3) & GEOG 112 (3)	
GEOL 150	GEOL 111	GEOL 111 (3)	GEOL (3)	GEOG 112 (3)	GEOL 100 lev (3)
GEOL 200			GEOG 213 (3) Feb 18/94	GEOG 213 (3)	
GEOL 210	GEOL (3)	GEOL 111 (3) & 121 (3) with Douglas SCIE 107	GEOL (3)	GE (4) GEOL	GEOL 200 lev (3)
GEOL 300	GEOL (3)	GEOL 200 (3)	GEOL (3)	GE (3) Science	GEOL 300 lev (3)
GEOL 321	GEOL (3)	GEOL 226 (3)	GEOL (3)	GE (4) GEOL	GEOL 200 lev (3)
GEOL 410				GE (3) Science	
GEOL 421	GEOL (3)	GEOL 206 (3)	GEOL (3)	GE (4) GEOL	GEOL 200 lev (3)
HIST 103	HIST 201	HIST 115 (3) & 125 (3) with Douglas HIST 104	HIST (3)	HIST 225 (3)	HIST 223 (3)
HIST 104	HIST 202	HIST 115 (3) & 125 (3) with Douglas HIST 103	HIST (3)	HIST (3)	HIST 224 (3)
HIST 113	HIST 111	HIST 112 (3) & 122 (3) with Douglas HIST 114	HIST 120 (3)	HIST 101 (3)	HIST 235 (3)
HIST 114	HIST 112	HIST 112 (3) & 122 (3) with Douglas HIST 113	HIST 121 (3)	HIST 102 (3)	HIST 236 (3)
HIST 201	HIST 221	HIST 116 (3) & 126 (3) with Douglas HIST 202	HIST (3)	HIST 223 (3)	HIST 200 lev (3)
HIST 202	HIST 222	HIST 116 (3) & 126 (3) with Douglas HIST 201	HIST (3)	HIST 224 (3)	HIST 200 lev (3)
HIST 203				HIST 219 (3)	
HIST 204				HIST 220 (3)	
HIST 209	HIST (3)		HIST (3)	HIST 201 (3)	HIST 200 lev (3)
HIST 210	HIST (3)		HIST 225 (3)	HIST 202 (3)	HIST 200 lev (3)
HIST 240	HIST 131	HIST 211 (3) & 221 (3) with Douglas HIST 241	HIST 231 (3)	HIST 212 (3)	HIST 251 (3)

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY OF COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
GEOG 290 (3)	GEOG 222	GEOG 130 (3)	GEOG 203 (3)	GEOG 100R lev (1.5)
GEOG (3)	GEOG (3)	GEOG 233 (3)	GEOG 100 lev (3)	GEOG 200R lev (1.5)
GEOG 200 (3)	GEOG (3)	GEOG (3)	ENVS 200 lev (3)	GEOG 200 lev (1.5)
GEOG 260 (3)	GEOG 211	GEOG 242 (3)	GEOG 202 (3)	GEOG 211 (1.5)
GEOG 122 (3)	GEOG (3)	GEOG 241 (3)	GEOG 301 (3)	GEOG 200 lev (1.5)
GEOG (3) 2nd year Precludes credit for GEOG 306. Students should take UBC GEOG 205 and ensure they have enough upper-year Science credits to compensate for not taking GEOG 306.	GEOG (3)	GEOG (3)	GEOG 200 lev (3)	GEOG 213 (1.5) or GEOG 200P lev (1.5)
GEOG 207 (3)				GEOG 200 lev (1.5)
GEOG 205 (3)	GEOG (3)	Individual Assessment	GEOG 310 (3)	GEOG 200P lev (1.5)
GEOL 100 (3)		GEOG (3)	GEOG 210 (3)	EOS 100 lev (1.5)
GEOL 205 (3)	GEOL 205		SCIE 100 lev (3)	EOS 100 lev (1.5)
GEOL 150 (3)	GEOL (3)	GEOG (3)	SCIE 200 lev (3)	EOS 100 lev (1.5)
GEOL (3)				EOS 200 lev (1.5)
GEOL 105 (6) with Douglas SCIE 107. Refer to Transfer Notes.	GEOL (3)	GEOG (3)	SCIE 200 lev (4)	EOS 100 lev (1.5)
GEOL 200 (3)	GEOL 210	GEOG (3)	SCIE 200 lev (4)	EOS 200 lev (1.5)
GEOL 226 (3) Refer to Transfer Notes.	GEOL (3)	GEOG (3)	SCIE 200 lev (4)	EOS 201 (1.5)
GEOL 202 (3)				EOS 200 lev (1.5)
GEOL 206 (3) Refer to Transfer Notes.	GEOL (3)	GEOG (3)	SCIE 200 lev (4)	EOS 200 lev (1.5)
HIST 125 (6) with Douglas HIST 104	HIST (3)	HIST (3)	HIST 100 lev (3)	HIST 105 (3) with Douglas HIST 104
HIST 125 (6) with Douglas HIST 103	HIST (3)	HIST (3)	HIST 100 lev (3)	HIST 105 (3) with Douglas HIST 103
HIST 135 (6) with Douglas HIST 114	HIST 112	HIST 101 (3)	HIST 200 (3)	HIST 130 (3) with Douglas HIST 114
HIST 135 (6) with Douglas HIST 113	HIST 122	HIST 102 (3)	HIST 201(3)	HIST 130 (3) with Douglas HIST 113
HIST 120 (6) with Douglas HIST 202	HIST (3)	HIST 201 (3)	HIST 200 lev (3)	HIST 240 (3) with Douglas HIST 202
HIST 120 (6) with Douglas HIST 201	HIST (3)	HIST 202 (3)	HIST 200 lev (3)	HIST 240 (3) with Douglas HIST 201
HIST 101 (6) with Douglas HIST 204				HIST 200 lev (1.5) Cannot take HIST 236. OR, Douglas HIST 203 & 204 = UVic HIST 236 (3)
HIST 101 (6) with Douglas HIST 203				HIST 200 lev (1.5) Cannot take HIST 236. OR, Douglas HIST 203 & 204 = UVic HIST 236 (3)
HIST (3) 2nd year	HIST 303	HIST (3)	HIST 200 lev (3)	HIST 200 lev (1.5)
HIST (3) 2nd year	HIST (3)	HIST 105 (3)	HIST 200 lev (3)	HIST 200 lev (1.5)
HIST 237 (6) with Douglas HIST 241	HIST 217	HIST (3)	HIST 220 (3)	HIST 210 (3) with Douglas HIST 241

RECEIVING INSTITUTIONS...

DOUGLAS COLLEGE COURSE	MALASPINA UNIVERSITY COLLEGE COURSE	OKANAGAN UNIVERSITY COLLEGE	OLA UNIVERSITY PROGRAMS	SIMON FRASER UNIVERSITY	TRINITY WESTERN UNIVERSITY
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
HIST 241	HIST 132	HIST 211 (3) & 221 (3) with Douglas HIST 240	HIST 232 (3)	HIST 213 (3)	HIST 252 (3)
HIST 250	HIST (3)	HIST 214 (3) & 224 (3) with Douglas HIST 251	HIST (3)	HIST 255 (3)	HIST 200 lev (3)
HIST 251	HIST (3)	HIST 214 (3) & 224 (3) with Douglas HIST 250	HIST (3)	HIST (3)	HIST 200 lev (3)
HIST 260	HIST (3)		HIST (3)	WS 201 (3) or HIST (3) 200 level Group 2	HIST 200 lev (3)
HIST 261	HIST (3)		HIST (3)	WS 202 (3) or HIST (3) 200 level Group 2	HIST 200 lev (3)
HUMS 101	HUMA (3)		HUMN (3)	GE (3) Humanities	HUMA 100 lev (3)
HUMS 150	HUMA (3)		HUMN (3)	HUM (3)	
HUMS 171			HUMN (3) L.L.	HUM (3) If both HUMS 171 & 172 taken, credit = HUM 230 (3) & HUM (3).	
HUMS 172			HUMN (3) L.L.	HUM (3) If both HUMS 172 & 171 taken, credit = HUM 230 (3) & HUM (3).	
IDST 100	SSCI (3)		SOSC (3)	GE (3) SOC SCIENCE	GENS 100 lev (3)
IDST 102			SOSC (3) L.L.	GEOG (3)	GEOG 100 lev (3)
IDST 110			SOSC (3) L.L.	FNST (3)	
MARK 120			ADMN (3)	no credit	
MATH 110	MATH 152	MATH 110 (3) & 120 (3) with Douglas MATH 120	MATH 100 (3)	MATH 100 (3)	MATH 100 (2)
MATH 115	MATH (3)		MATH 100 (3)	MATH 110 (3)	MATH 100 lev (3)
MATH 120	MATH 121	MATH 110 (3) & 120 (3) with Douglas MATH 110	MATH 120 (3)	MATH (3) Douglas MATH 120 & 220 = SFU MATH 151 & 152 (6). Credit is permitted for only 1 of SFU MATH 151 & 157, or MATH 152 & 158.	MATH 123 (3)
MATH 125	MATH 191	MATH 116 (3)	MATH 101 (3)	MATH 157 (3)	MATH 100 lev (3) MATH 120 waived.
MATH 160	MATH (3)	STAT 121 (3)	MATH 102 (3)	STAT 102 (3)	MATH 100 lev (3)
MATH 191	MATH 131	MATH 111 (3)	MATH 190 (4)	MATH 190 (4)	MATH 190 (3)
MATH 220	MATH 122	MATH 122 (3)	MATH 121 (3)	MATH 152 (3) Credit is permitted for only 1 of SFU MATH 152 & 158. Students are advised to transfer both MATH 120 and 220 as a	MATH 124 (3)
MATH 232	MATH 241	MATH 221 (3)	MATH 230 (3)	MATH 232 (3)	MATH 250 (3)
MATH 321	MATH 221	MATH 212 (3)	MATH 210 (3)	MATH 251 (3)	MATH 223 (3)
MATH 421	MATH 251	MATH 225 (3)	MATH 411 (3)	MATH 310 (3)	MATH 321 (3)
MATH 440	MATH (3)	MATH 222 (3)	MATH (3)	MATH 252 (3)	MATH 224 (3)
MATH 450	MATH 192	MATH 142 (3)	MATH (3)	MATH 158 (3) Credit is permitted for only 1 of SFU MATH 158 & 152.	MATH 200 lev (3)

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Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
HIST 237 (6) with Douglas HIST 240	HIST 237	HIST (3)	HIST 200 lev (3)	HIST 210 (3) with Douglas HIST 240
HIST 171 (6) with Douglas HIST 251	HIST (3)	HIST 235 (3)	HIST 200 lev (3)	HIST 254 (1.5)
HIST 171 (6) with Douglas HIST 250	HIST (3)	HIST (3)	HIST 200 lev (3)	HIST 256 (1.5)
HIST (3) 2nd year	HIST (3)	HIST (3)	HIST 200 lev (3)	HIST 200 lev (3) with Douglas HIST 261
HIST (3) 2nd year	HIST (3)	HIST (3)	HIST 200 lev (3)	HIST 200 lev (3) with Douglas HIST 260
Arts (3)	HUMS (3)	GE (3)	ELEC 100 lev (3)	HUM 100 lev (1.5)
	HUMS (3)	GE (3)	HUMN 100 lev (3)	PHIL 100 lev (1.5)
RELG 100 (6) with Douglas HUMS 172				HUM 100 lev (1.5)
RELG 100 (6) with Douglas HUMS 171				HUM 100 lev (1.5)
Arts (3) 1st year	IDST (3)	SOC (3)	SOSC 100 lev (3)	SOSC 100 lev (1.5)
Arts (3) 1st year				E S 100 lev (1.5)
Arts (3) 1st year			FNAT 100 lev (3)	SOCI 100 lev (1.5)
				Under revision
MATH 111 (6) with Douglas MATH 120 (Faculties that require MATH 12 for admission to 1st year grant 3 credits only towards a degree for UBC MATH 111)	MATH 100	MATH 110 (3)	MATH 115 (3)	MATH 120 (1.5) Credit effective May 1, 1993
	MATH (3)	MATH (3)	MATH 100 lev (3)	MATH 120 (1.5) Credit effective May 1, 1993
MATH 111 (6) with Douglas MATH 110 (Faculties that require MATH 12 for admission to 1st year grant 3 credits only towards a degree for UBC MATH 111); OR, MATH 100 (3) & MATH 101 (3), with Douglas MATH 220.	MATH 114	MATH (3)	MATH 100 (3)	MATH 100 (1.5)
MATH 140 (3) Not for credit in MATH 140 the Faculty of Science.		MATH 113 (3)	MATH 151 (3)	MATH 102 (1.5)
STAT 203 (3) Not for credit in the Faculty of Science.	MATH 120	MATH 106 (3)	MATH 242 (3)	STAT 100 lev (1.5)
MATH (3) Precludes credit for MATH 335.	MATH 190	MATH 105 (3)	MATH 100 lev (3) Not for credit toward a major in Mathematics.	MATH 160A (1.5)
MATH 100 (3) & 101 (3) with Douglas MATH 120	MATH 114	MATH 112 (3)	MATH 101 (3)	MATH 101 (1.5)
MATH 221 (3)	MATH 254	MATH 221 (3)	MATH 220 (3)	MATH 233A (1.5)
MATH 200 (3)	MATH (3)	MATH 211 (3)	MATH 200 lev (3)	MATH 200 (1.5)
MATH 215 (3) or 255 (3)	MATH (3)	MATH 213 (3)	MATH 332 (3)	MATH 201 (1.5)
MATH (3) Precludes credit for MATH 217.	MATH 211	MATH 212 (3)	MATH 200 (3)	MATH 200 lev (1.5)
MATH 141 (3) Not for credit in the Faculty of Science.	MATH (3)	MATH 114 (3)	MATH 200 lev (3)	MATH 200 (1.5)

RECEIVING INSTITUTIONS...

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Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
MODL 102	FREN (3)	FREN 110 (3) & 120 (3) with Douglas MODL 101	FREN 101 (3)	FREN (3) Refer to Transfer Notes.	FREN 102 (3)
MODL 103	FREN (3)	FREN 111 (3) & 121 (3) with Douglas MODL 104	FREN 102 (3)	FREN (3) Refer to Transfer Notes.	FREN 111 (3)
MODL 104	FREN (3)	FREN 111 (3) & 121 (3) with Douglas MODL 103	FREN 103 (3)	FREN (3) Refer to Transfer Notes.	FREN 112 (3)
MODL 111	FREN (3)	FREN 112 (3)	FREN 160 (3)	FREN (3) Refer to Transfer Notes.	FREN 121 (3)
MODL 112	FREN (3)	FREN 211 (3)	FREN 161 (3)	FREN (3) Refer to Transfer Notes.	FREN 122 (3)
MODL 131	HUMA (3)	GERM 111 (3) & 121 (3) with Douglas MODL 132	GERM (3)	GERM 102 (3) Refer to Transfer Notes.	GERM 101 (3)
MODL 132	HUMA (3)	GERM 111 (3) & 121 (3) with Douglas MODL 131	GERM (3)	GERM 103 (3) Refer to Transfer Notes.	GERM 102 (3)
MODL 151	HUMA (3)	SPAN 111 (3) & 121 (3) with Douglas MODL 152	SPAN 100 (3)	SPAN 102 (3) Refer to Transfer Notes.	HUMA 100 lev (3)
MODL 152	HUMA (3)	SPAN 111 (3) & 121 (3) with Douglas MODL 151	SPAN 101 (3)	SPAN 103 (3) Refer to Transfer Notes.	HUMA 100 lev (3)
MODL 171	JAPA 100		JAPN (3)	JAPN 100 (3)	Under review
MODL 172	JAPA 101		JAPN (3)	JAPN 101 (3)	Under review
MODL 180	LING 111	ANTH 207 (3)	LING (3)	LING 100 (3)	Under review
MODL 191	CHIN 100		CHIN (3)	CHIN 100 (3)	HUMA 100 lev (3)
MODL 192	CHIN 101		CHIN (3)	CHIN 101 (3)	HUMA 100 lev (3)
MODL 211	FREN (3)	FREN 211 (3)	FREN (3)	FREN (3) Refer to Transfer Notes.	FREN 201 (3)
MODL 212	FREN (3)		FREN (3)	FREN (3) Refer to Transfer Notes.	FREN 202 (3)
MODL 231	HUMA (3)	GERM 211 (3) & 221 (3) with Douglas MODL 232	GERM (3)	GERM 201 (3) Refer to Transfer Notes.	GERM 201 (3)
MODL 232	HUMA (3)	GERM 211 (3) & 221 (3) with Douglas MODL 231	GERM (3)	GERM 202 (3) Refer to Transfer Notes.	GERM 202 (3)
MODL 251	HUMA (3)	SPAN 211 (3) & 221 (3) with Douglas MODL 252	SPAN (3)	SPAN 201 (3) Refer to Transfer Notes.	HUMA 200 lev (3)
MODL 252	HUMA (3)	SPAN 211 (3) & 221 (3) with Douglas MODL 251	SPAN (3)	SPAN 202 (3) Refer to Transfer Notes.	HUMA 200 lev (3)

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY OF COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
FREN 105 (6) with Douglas MODL 102	FREN 100	FREN (3)		FREN 100 (3) with Douglas MODL 102
FREN 105 (6) with Douglas MODL 101	FREN 101	FREN (3)		FREN 100 (3) with Douglas MODL 101
FREN 110 (6) with Douglas MODL 104	FREN 110	FREN (3)		FREN 160 (3) with Douglas MODL 104
FREN 110 (6) with Douglas MODL 103	FREN 120	FREN (3)		FREN 160 (3) with Douglas MODL 103
FREN 121 (3) or 122 (3) depending on Placement Test	FREN 111	FREN 201 (3)	HUMN 100 lev (3)	FREN 181 (1.5)
FREN 122 (3) or 123 (3) depending on Placement Test	FREN 121	FREN 202 (3)	HUMN 100 lev (3)	FREN 182 (1.5)
GERM 100 (6) with Douglas MODL 132	GERM 111	GERM 101 (3)		GER 100 (3) with Douglas MODL 132
GERM 100 (6) with Douglas MODL 131	GERM 121	GERM 102 (3)		GER 100 (3) with Douglas MODL 131
SPAN 100 (6) with Douglas MODL 152	SPAN 111	SPAN 101 (3)		SPAN 100 (3) with Douglas MODL 152
SPAN 100 (6) with Douglas MODL 151	SPAN 121	SPAN 103 (3)		SPAN 100 (3) with Douglas MODL 151
JAPN 102 (6) with Douglas MODL 172	JAPA 100	GE (3)	INTS 121 (3)	JAPA 100A/B or 149 (3) with Douglas MODL 172. Placement tests needed for individual students wishing to go for further language studies.
JAPN 102 (6) with Douglas MODL 171	JAPA 101	GE (3)	INTS 122 (3)	JAPA 100A/B or 149 (3) with Douglas MODL 171. Placement tests needed for individual students wishing to go for further language studies.
LING (3)	LING (3)	GE (3)	SOSC 100 lev (3)	LING 100A (1.5)
CHIN 100 (6) with Douglas MODL 192	LING (3)	GE (3)		CHIN 100A/B or 149 (3) with Douglas MODL 192. Placement tests needed for individual students wishing to go for further language studies.
CHIN 100 (6) with Douglas MODL 191	CHIN (3)	GE (3)		CHIN 100A/B or 149 (3) with Douglas MODL 191. Placement tests needed for individual students wishing to go for further language studies.
FREN 123 (3) or 222 (3) depending on Placement Test	FREN 211	FREN (3)	HUMN 200 lev (3)	FREN 291 lev (1.5)
FREN 222 (3) or 223 (3) depending on Placement Test	FREN 221	FREN (3)	HUMN 200 lev (3)	FREN 292 lev (1.5)
GERM 200 (6) with Douglas MODL 232	GERM 211	GERM 201 (3)	HUMN 100 lev (3)	GER 200 (3) with Douglas MODL 232. With grade of less than C credit by departmental interview.
GERM 200 (6) with Douglas MODL 231	GERM 221	GERM 202 (3)	HUMN 100 lev (3)	GER 200 (3) with Douglas MODL 231. With grade of less than C credit by departmental interview.
SPAN 200 (6) with Douglas MODL 252	SPAN 211	SPAN (3)	HUMN 100 lev (3)	SPAN 100 lev (3) with Douglas MODL 252
SPAN 200 (6) with Douglas MODL 251	SPAN 221	SPAN (3)	HUMN 100 lev (3)	

RECEIVING INSTITUTIONS...

DOUGLAS COLLEGE COURSE	MALASPINA UNIVERSITY COLLEGE COURSE	OKANAGAN UNIVERSITY COLLEGE	OLA UNIVERSITY PROGRAMS	SIMON FRASER UNIVERSITY	TRINITY WESTERN UNIVERSITY
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
MODL 271	JAPA 200		JAPN (3)	JAPN 250 (3)	HUMA 200 lev (3)
MODL 272	JAPA 201		JAPN (3)	JAPN (3) 200 lev	HUMA 200 lev (3)
MODL 291	CHIN (3)		CHIN (3)	CHIN 201 (3)	HUMA 200 lev (3)
MODL 292	CHIN (3)		CHIN (3)	CHIN 202 (3)	HUMA 200 lev (3)
MODL 321			Assessment pending		
MODL 421			GERM (3)		
MUSC 101			MUSC (3)	FPA (3) MUSIC If Douglas MUSC 101 & 104 complete, credit will be FPA 104 (3) & FPA (3) MUSIC. If 101, 104 & 204 complete, credit will be FPA 104 (3), 141 (3) & FPA (3) MUSIC.	MUSI 110 (3)
MUSC 102			MUSC (3)	FPA (3) MUSIC	MUSI 100 lev (3)
MUSC 103			MUSC (3)	FPA (3) MUSIC If Douglas MUSC 103 & 203 complete, credit will be FPA 141 (3) & FPA (3) MUSIC Studio.	MUSI 100 lev (3)
MUSC 104			MUSC (3)	FPA (3) MUSIC If Douglas MUSC 104 & 101 complete, credit will be FPA 104 (3) & FPA (3) MUSIC. If 101, 104 & 204 complete, credit will be FPA 104 (3), 141 (3) & FPA (3) MUSIC.	MUSI 100 lev (3)
MUSC 110			MUSC (2)	MUSC FPA (2)	
MUSC 111			MUSC (1)	MUSC FPA (1)	
MUSC 120	MUSC 111		MUSC (3)	FPA (3) MUSIC HIST	MUSI 100 lev (3)
MUSC 121			MUSC (3)	FPA 143 (3)	MUSI 150 (3) with Douglas MUSC 221
MUSC 130			MUSC (1)	GE (2) MUSIC Studio	MUSI 147 (1)

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY OF COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
JAPN 103 (6) with Douglas MODL 272	JAPA (3)	GE (3)	INTS 221 (3)	JAPA 200 level 1 (1.5). JAPA 200 (3) with Douglas MODL 272. Placement tests needed for individual students wishing to go for further language studies.
JAPN 103 (6) with Douglas MODL 271	JAPA (3)	GE (3)	INTS 222 (3)	JAPA 200 (3) with Douglas MODL 271. Placement tests needed for individual students wishing to go for further language studies.
CHIN 101 (6) with Douglas MODL 292	CHIN (3)	GE (3)	HUMN 100 lev (3)	CHIN 150 level (1.5) with Douglas MODL 292
CHIN 101 (6) with Douglas MODL 291	CHIN (3)	GE (3)	HUMN 100 lev (3)	CHIN 200 (1.5) with Douglas MODL 291
			HUMN 200 lev (3)	
MUSC 103 (3) with Douglas MUSC 104. Refer to Transfer Notes.	MUSI (3)	Individual Assessment	ELEC 100 lev (3)	MUS 101A (1)
				MUS 100 lev (1) Not applicable to B.Mus.
				MUS 170 (1) with Douglas Musc 203
MUSC 103 (3) with Douglas MUSC 101. Refer to Transfer Notes.	MUSI (3)	Individual Assessment		MUS 170 (1) with Douglas Musc 204
MUSC 100 (2)				
MUSC 105 (2) with Douglas College MUSC 211				
MUSC 120 (3) Refer to Transfer Notes.	MUSI (3)	Individual Assessment	HUMN 100 lev (3)	MUS 100 lev (1.5)
MUSC 326 (6) with Douglas MUSC 221. Refer to Transfer Notes.	MUSI (3)	Individual Assessment	HUMN 100 lev (3)	MUS 100 lev (1.5)
MUSC 150 (4) with Douglas MUSC 230. Total allowable transfer credit in large ensembles is limited to the equivalent of 2 courses from MUSC 150, 153 and 154 for total of 6-8 credits. Refer to Transfer Notes.	MUSI (3)	Individual Assessment		MUS 180 pc (0.5) Credit for MUS 180 can only be given up to a total of 1.0 unit with any combination of Douglas 130, 140, 141, 230, 240, or 241.

RECEIVING INSTITUTIONS...

DOUGLAS COLLEGE COURSE	MALASPINA UNIVERSITY COLLEGE COURSE	OKANAGAN UNIVERSITY COLLEGE	OLA UNIVERSITY PROGRAMS	SIMON FRASER UNIVERSITY	TRINITY WESTERN UNIVERSITY
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
MUSC 131			MUSC (1)		MUSI 165 (1)
MUSC 133			MUSC (1)	GE (1) MUSIC Studio	MUSI 165 (1)
MUSC 140			MUSC (1)	GE (2) MUSIC Studio	MUSI 181 (1)
MUSC 141			MUSC (1)	GE (1) MUSIC Studio	MUSI 161 (1)
MUSC 142			MUSC (1)		MUSI 100 lev (1)
MUSC 150			MUSC (2)	GE (3) MUSIC Studio	MUSI 199B (2)
MUSC 151			MUSC (1)	GE (1) MUSIC Studio	MUSI Studio (1) (level to be determined)
MUSC 155			MUSC (3)	GE (1) MUSIC Studio	MUSI 099B (2)
MUSC 156			MUSC (2)	GE (2) MUSIC Studio	MUSI 099A (1)
MUSC 160			MUSC (1)	GE (1) MUSIC Studio	
MUSC 161			MUSC (1) LL Performance	GE (1) MUSIC Studio	MUSI 140 (1)
MUSC 163			MUSC (2)	GE (2) MUSIC Studio	MUSI 100 lev (2)
MUSC 164			MUSC (2)	GE (2) MUSIC Studio	MUSI 100 lev (2)
MUSC 201			MUSC (3)	FPA (3) MUSIC	MUSI 100 lev (3)
MUSC 202			MUSC (3)	FPA (3) MUSIC	MUSI 100 lev (3)
MUSC 203			MUSC (3)	FPA (3) MUSIC If Douglas MUSC 103 & 203 complete, credit will be FPA 141 (3) & FPA (3) MUSIC Studio.	MUSI 100 lev (3)
MUSC 204			MUSC (3)	FPA (3) MUSIC If Douglas MUSC 104 & 101 complete, credit will be FPA 104 (3) & FPA (3) MUSIC. If 101, 104 & 204 complete, credit will be FPA 104 (3), 141 (3) & FPA (3) MUSIC.	MUSI 100 lev (3)
MUSC 210			MUSC (2)	Music Std. FPA 2	

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY OF COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
MUSC 164 (2) with Douglas MUSC 231. This transfer credit may not be used to satisfy elective or 3rd & 4th year small ensemble requirements for B.Mus. program. Refer to Transfer Notes.	MUSI (3)	Individual Assessment		MUS 181 (0.5)
				MUS 181 (0.5)
MUSC 154 (3) with Douglas MUSC 240. Total allowable transfer credit in large ensembles is limited to the equivalent of 2 courses from MUSC 150, 153 and 154 for total of 6-8 credits. Refer to Transfer Notes.	MUSI (3)	Individual Assessment		MUS 180 (0.5)
				MUS 180 (0.5)
				ME 121 (1) with MUSC 242
MUSC 182 (4) with Douglas MUSC 250. Credit to be confirmed by examination for B.Mus. Refer to Transfer Notes.	MUSI (3)	Individual Assessment		MUS 140 (2) with Douglas MUSC 250
MUSC 171 (2) with Douglas MUSC 251. Credit to be confirmed by examination for B.Mus. Refer to Transfer Notes.	MUSI (3)	Individual Assessment		MUS 141 (1) with Douglas MUSC 251
	MUSI (3)	Individual Assessment		MUS 100 lev (0.5)
	MUSI (3)	Individual Assessment		MUS 100 lev (0.5)
				MUS 100 lev (0.5)
MUSC 141 (2) Piano with Douglas MUSC 261. Credit to be confirmed by examination for B.Mus. Refer to Transfer Notes.	MUSI (3)	Individual Assessment		MUS 100 lev (0.5) with Douglas MUSC 261
MUSC 112 (2) with Douglas MUSC 164. Refer to Transfer Notes.	MUSI (3)	Individual Assessment		MUS 100 lev (1)
MUSC 112 (2) with Douglas MUSC 163. Refer to Transfer Notes.	MUSI (3)	Individual Assessment		MUS 100 lev (1)
MUSC 104 (3) with Douglas MUSC 204. Refer to Transfer Notes.	MUSI (3)	Individual Assessment	ELEC 100 lev (3)	MUS 101B (1)
	MUSI (3)	Individual Assessment	ELEC 100 lev (3)	MUS 100 lev (1)
				MUS 170 (1) with Douglas MUSC 103
MUSC 104 (3) with Douglas MUSC 201. Refer to Transfer Notes.	MUSI (3)	Individual Assessment		MUS 100 (1) with Douglas MUSC 104
MUSC 101 (2)				

RECEIVING INSTITUTIONS...

DOUGLAS COLLEGE COURSE	MALASPINA UNIVERSITY COLLEGE COURSE	OKANAGAN UNIVERSITY COLLEGE	OLA UNIVERSITY PROGRAMS	SIMON FRASER UNIVERSITY	TRINITY WESTERN UNIVERSITY
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
MUSC 211			MUSC (1)	Music Std. FPA 1	
MUSC 220	MUSI 112		MUSC (3)	FPA (3) MUSIC HIST	MUSI 100 lev (3)
MUSC 221			MUSC (3)	FPA (3) MUSIC HIST	MUSI 150 (3) with Douglas MUSC 121
MUSC 230			MUSC (1)	GE (2) MUSIC Studio	MUSI 148 (1)
MUSC 231			MUSC (1)		MUSI 166 (1)
MUSC 233			MUSC (1)	GE (1) MUSIC Studio	MUSE 166 (1)
MUSC 240			MUSC (1)	GE (2) MUSIC Studio	MUSI 182 (1)
MUSC 241			MUSC (1)	GE (1) MUSIC Studio	MUSI 162 (1)
MUSC 242					
MUSC 250			MUSC (2)	GE (3) MUSIC Studio	MUSI 199B (2)
MUSC 251			MUSC (1)	GE (1) MUSIC Studio	MUSI Studio (1) (level to be determined)
MUSC 255			MUSC (1)	GE (1) MUSIC Studio	MUSI 099B (2)
MUSC 256			MUSC (2)	GE (2) MUSIC Studio	MUSI 099A (1)
MUSC 260			MUSC (1)	GE (1) MUSIC Studio	
MUSC 261			MUSC (1) LL Performance	GE (1) MUSIC Studio	MUSI 100 lev (1)
MUSC 310			MUSC (2)	FPA (2) Music	
MUSC 311			MUSC (1)	FPA (1) Music Std.	
MUSC 320			MUSC (3)	FPA (3) MUSIC HIST	MUSI 131 (3)

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY OF COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
MUSC 105 (2) with DC MUSC 111				
MUSC 121 (3) Refer to Transfer Notes.	MUSI (3)	Individual Assessment	HUMN 200 lev (3)	MUS 100 lev (1.5)
MUSC 326 (6) with Douglas MUSC 121. Refer to Transfer Notes.	MUSI (3)	Individual Assessment	HUMN 200 lev (3)	MUS 100 lev (1.5)
MUSC 150 (4) with Douglas MUSC 130. Total allowable transfer credit in large ensembles is limited to the equivalent of 2 courses from MUSC 150, 153 and 154 for total of 6-8 credits. Refer to Transfer Notes.	MUSI (3)	Individual Assessment		MUS 180 (0.5)
MUSC 164 (2) with Douglas MUSC 131. This transfer credit may not be used to satisfy elective or 3rd & 4th year small ensemble requirements for B.Mus. program. Refer to Transfer Notes.	MUSI (3)	Individual Assessment		MUS 181 (0.5)
				MUS 181 (0.5)
MUSC 154 (3) with Douglas MUSC 140. Total allowable transfer credit in large ensembles is limited to the equivalent of 2 courses from MUSC 150, 153 and 154 for total of 6-8 credits. Refer to Transfer Notes.	MUSI (3)	Individual Assessment		MUS 180 (0.5)
				MUS 180 pc (0.5) Credit for MUS 180 can only be given up to a total of 1.0 unit with any combination of Douglas 130, 140, 141, 230, 240, or 241.
				ME 121 (1) with MUSC 142
MUSC 182 (4) with Douglas MUSC 150. Credit to be confirmed by examination for B.Mus. Refer to Transfer Notes.	MUSI (3)	Individual Assessment		MUS 140 (2) with Douglas MUSC 150
MUSC 171 (2) with Douglas MUSC 151. Credit to be confirmed by examination for B.Mus. Refer to Transfer Notes.	MUSI (3)	Individual Assessment		MUS 141 (1) with Douglas MUSC 151
	MUSI (3)	Individual Assessment		MUS 100 lev (0.5)
				MUS 100 lev (0.5)
				MUS 100 lev (0.5)
MUSC 141 (2) Piano with Douglas MUSC 161. Credit to be confirmed by examination for B.Mus. Refer to Transfer Notes.	MUSI (3)	Individual Assessment		MUS 100 lev (0.5)
MUSC 200 (2)				
MUSC 205 (2) with Douglas College MUSC 411	MUSI (3)	Under review		Under review
MUSC 220 (3) Refer to Transfer Notes.	MUSI (3)	Individual Assessment	HUMN 200 lev (3)	MUS 200 lev (1.5) with Douglas MUSC 420

RECEIVING INSTITUTIONS...

DOUGLAS COLLEGE COURSE	MALASPINA UNIVERSITY COLLEGE COURSE	OKANAGAN UNIVERSITY COLLEGE	OLA UNIVERSITY PROGRAMS	SIMON FRASER UNIVERSITY	TRINITY WESTERN UNIVERSITY
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
MUSC 330			MUSC (1)	GE (2) MUSIC Studio	MUSI 247 (1)
MUSC 331			MUSC (1)		MUSI 265 (1)
MUSC 340			MUSC (1)	GE (2) MUSIC Studio	MUSI 281 (1)
MUSC 342					
MUSC 350			MUSC (2)	GE (3) MUSIC Studio	MUSI 299B (2)
MUSC 351			MUSC (1)	GE (1) MUSIC Studio	MUSI Studio (1) (level to be determined)
MUSC 361			MUSC (1) LL Performance	GE (1) MUSIC Studio	MUSI 100 lev (1)
MUSC 410			MUSC (2)	FPA (2) Music	
MUSC 411			MUSC (1)	FPA (1) Music Std.	
MUSC 420			MUSC (3)	FPA (3) MUSIC HIST	To be determined
MUSC 430			MUSC (1)	GE (2) MUSIC Studio	MUSI 248 (1)
MUSC 431			MUSC (1)		MUSI 266 (1)

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY OF COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
MUSC 150 (4) with Douglas MUSC 430. Total allowable transfer credit in large ensembles is limited to the equivalent of 2 courses from MUSC 150, 153 and 154 for total of 6-8 credits. Refer to Transfer Notes.	MUSI (3)	Individual Assessment		MUS 280 (0.5) with Douglas MUSC 430; maximum of 1 unit
MUSC 164 (2) with Douglas MUSC 431. This transfer credit may not be used to satisfy elective or 3rd & 4th year small ensemble requirements for B.Mus. program. Refer to Transfer Notes.	MUSI (3)	Individual Assessment		MUS 281 (0.5)
MUSC 154 (3) with Douglas MUSC 440. Total allowable transfer credit in large ensembles is limited to the equivalent of 2 courses from MUSC 150, 153 and 154 for total of 6-8 credits. Refer to Transfer Notes.	MUSI (3)	Individual Assessment		MUS 280 (0.5)
				ME 221 (1) with MUSC 442
MUSC 282 (4) with Douglas MUSC 450. Credit to be confirmed by examination for B.Mus. Refer to Transfer Notes.	MUSI (3)	Individual Assessment		MUS 200 lev (1) OR MUS 240 pc (1) on audition
MUSC 271 (2) with Douglas MUSC 451. Credit to be confirmed by examination for B.Mus. Refer to Transfer Notes.	MUSI (3)	Individual Assessment		MUS 141 (1) with Douglas MUSC 451
MUSC 241 (2) Piano with Douglas MUSC 461. Credit to be confirmed by examination for B.Mus. Refer to Transfer Notes.	MUSI (3)	Individual Assessment		MUS 236 (1.5) with Douglas MUSC 461
MUSC 201 (2)				
MUSC 205 (2) with Douglas College MUSC 311	MUSI (3)	Under review		Under review
MUSC 221 (3) Refer to Transfer Notes.	MUSI (3)	Individual Assessment	HUMN 200 lev (3)	MUS 200 lev (1.5)
MUSC 150 (4) with Douglas MUSC 330. Total allowable transfer credit in large ensembles is limited to the equivalent of 2 courses from MUSC 150, 153 and 154 for total of 6-8 credits. Refer to Transfer Notes.	MUSI (3)	Individual Assessment		MUS 280 (0.5)
MUSC 164 (2) with Douglas MUSC 331. This transfer credit may not be used to satisfy elective or 3rd & 4th year small ensemble requirements for B.Mus. program. Refer to Transfer Notes.	MUSI (3)	Individual Assessment		MUS 281 (0.5)

RECEIVING INSTITUTIONS...

DOUGLAS COLLEGE COURSE	MALASPINA UNIVERSITY COLLEGE COURSE	OKANAGAN UNIVERSITY COLLEGE	OLA UNIVERSITY PROGRAMS	SIMON FRASER UNIVERSITY	TRINITY WESTERN UNIVERSITY
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
MUSC 440			MUSC (1)	GE (2) MUSIC Studio	MUSI 282 (1)
MUSC 442			MUSC (1) Studio		
MUSC 450			MUSC (2)	GE (3) MUSIC Studio	MUSI 299B (2)
MUSC 451			MUSC (1)	GE (1) MUSIC Studio	MUSI Studio (1) (level to be determined)
MUSC 461			MUSC (1) LL Performance	GE (1) MUSIC Studio	MUSI 100 lev (1)
PEFA 101			THTR (3)	GE FPA (3)	FINE 100 lev (3)
PEFA 102			THTR (3)	FPA (3)	FINE 100 lev (3)
PHED 103	PHED 230		KINE 143 (3)	KIN 143 (3)	PHED 191 (3)
PHED 105	PHED 200		KINE (3)	KIN (3)	PHED 275 (3)
PHED 118			PHED (3)		PHED 342 (2)
PHED 141			PHED (3)		PHED 115 & 148 (2)
PHED 142			PHED (3)		PHED 231 (2) or PHED 161 & 162 (2)
PHED 143			PHED (3)		PHED 163 & 100 lev (2)
PHED 144			PHED (3)		PHED 131 (2)
PHED 145			PHED (3)		PHED 232 (2) or PHED 144 & 143 (2)
PHED 163	PHED 204		KINE 142 (3)	KIN 142 (3)	PHED 100 lev (3)
PHED 164	PHED 202		KINE (3)	KIN (3)	PHED 100 lev (3)
PHED 180	PHED (3)		KINE (3)	KIN 241 (3) if both taken KIN 241 (3) and KIN (3)	PHED 100 lev (3)
PHED 192			KINE 110 (3)	KIN 110 (3)	PHED 100 lev (3)
PHED 195	PHED 280		KINE (3)	GE (3) KIN	PHED 100 lev (3)
PHED 198			KINE (3)	KIN (3)	PHED 100 lev (3)
PHED 205	PHED 260		PHED (3)	KIN 320 (3)	PHED 200 lev (3)
PHED 263	PHED (3)		PHED (3)	KIN (3)	PHED 342 (2) & 100 lev (1)
PHED 280	PHED (3)		KINE (3)	KIN 241 (3) if 180 and 280 taken KIN 241 (3) and KIN (3)	PHED 372 (3)
PHED 292			PHED (3)	No credit	PHED 200 lev (3)
PHED 300	PHED (3)		PHED (3)	KIN 471 (3)	PHED 231 (2) & 200 lev (1)

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY OF COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
MUSC 154 (3) with Douglas MUSC 340. Total allowable transfer credit in large ensembles is limited to the equivalent of 2 courses from MUSC 150, 153 and 154 for total of 6-8 credits. Refer to Transfer Notes.	MUSI (3)	Individual Assessment		MUS 280 (0.5)
				ME 221 (1) with MUSC 342
MUSC 282 (4) with Douglas MUSC 350. Credit to be confirmed by examination for B.Mus. Refer to Transfer Notes.	MUSI (3)	Individual Assessment		MUS 200 lev (1) MUS 240 (1) may be granted after an audition.
MUSC 271 (2) with Douglas MUSC 351. Credit to be confirmed by examination for B.Mus. Refer to Transfer Notes.	MUSI (3)	Individual Assessment		MUS 141 (1) with Douglas MUSC 351
MUSC 241 (2) Piano with Douglas MUSC 361. Credit to be confirmed by examination for B.Mus. Refer to Transfer Notes.	MUSI (3)	Individual Assessment		MUS 236 (1.5) with Douglas MUSC 361
	No UCC equivalent	Individual Assessment	HUMN 100 lev (3)	FA 100 lev (1.5)
	No UCC equivalent	Individual Assessment	HUMN 100 lev (3)	FA 100 lev (1.5)
HKIN 103 (3) Refer to Transfer Notes.	PHED (3)	KPE 103 (3)		PE 115 (0.5) & 100 lev (1)
HKIN 161 (3) Refer to Transfer Notes.	PHED (3)	KPE 161 (3)	UNSP 100 lev (3)	PE 100 lev (1.5) May be used in lieu of PE 143.
				PE 119 (0.5)
				PE 105 & 107 (1)
				PE 122 & 120 (1)
				PE 121 & 123 (1)
				PE 106 & 111 (1)
				PE 117 & 116 (1)
HKIN 163 (3) Refer to Transfer Notes.	PHED (3)	KPE 163 (3)	UNSP 100 lev (3)	PE 100 lev (1.5) May be used in lieu of PE 142.
HKIN 164 (3) Refer to Transfer Notes.	PHED (3)	KPE (3)	UNSP 100 lev (3)	PE 100 lev (1.5) May be used in lieu of PE 142.
	PHED (3)		UNSP 100 lev (3)	PE 100 lev (1.5)
	PHED (3)	KPE (3)		PE 100 lev (1.5)
HKIN 284 (3) Refer to Transfer Notes.	PHED (3)	KPE 165 (3)	UNSP 100 lev (3)	PE 100 lev (1.5)
	PHED (3)	KPE (3)	UNSP 100 lev (3)	PE 100 lev (1.5)
HKIN 261 (3) Refer to Transfer Notes.	PHED (3)	KPE (3)	UNSP 200 lev (3)	PE 200 lev (1.5)
HKIN 110 (3) Refer to Transfer Notes.	PHED (3)	KPE (3)	UNSP 200 lev (3)	PE 200 lev (1.5)
	PHED (3)	KPE (3)	UNSP 200 lev (3)	PE 200 lev (1.5)
HKIN 292 (3) Refer to Transfer Notes.				PE 200 lev (1.5)
HKIN 200 (3) Refer to Transfer Notes.	PHED (3)	KPE (3)	UNSP 200 lev (3)	PE 200 lev (1.5)

RECEIVING INSTITUTIONS...

DOUGLAS COLLEGE COURSE	MALASPINA UNIVERSITY COLLEGE COURSE	OKANAGAN UNIVERSITY COLLEGE	OLA UNIVERSITY PROGRAMS	SIMON FRASER UNIVERSITY	TRINITY WESTERN UNIVERSITY
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
PHED 309			PHED (3)	KIN 370 (3) Aug 26/93	PHED 300 lev (3)
PHED 311			PHED (3)	ATHL 201 (3)	PHED 232 (2) or PHED 143 & 144 (2)
PHED 312			PHED (2)	ATHL 200 (3)	PHED 148 (1) and 100 level Activity (1) exemption from PHED 132 and 342
PHED 321			PHED (2)	ATHL 202 (3)	PHED 161 (1) and PHED 162 (1)
PHED 322			PHED (2)	ATHL 202 (3)	PHED 163 (1) & 100 lev Activity (1)
PHED 362			PHED (3)	GE (3)	PHED 453 (3)
PHED 381			PHED (3)		PHED 300 lev (3)
PHED 409			KINE (3)	KIN 410 (3)	Individual Assessment
PHED 480			PHED (3)	KIN 241 (3)	Individual Assessment
PHIL 101	PHIL 100	PHIL 114 (3)	PHIL (3) Any 2 of Douglas PHIL 101/ 102/ 103/ 151/ 152/ 170 or 250 = PHIL 100 (6)	PHIL 001 (3)	PHIL 100 lev (3)
PHIL 102	PHIL 112	PHIL 111 (3) & 121 (3) with PHIL 103 or PHIL 152	PHIL (3) Any 2 of Douglas PHIL 101/ 102/ 103/ 151/ 152/ 170 or 250 = PHIL 100 (6)	PHIL 120 (3)	PHIL 210 (3)
PHIL 103	PHIL 111	PHIL 111 (3) & 121 (3) with PHIL 102 or PHIL 151	PHIL (3) Any 2 of Douglas PHIL 101/ 102/ 103/ 151/ 152/ 170 or 250 = PHIL 100 (6)	PHIL 100 (3) Douglas PHIL 103 & 152 = SFU PHIL 100 (3) & 203 (3)	PHIL 105 (3)
PHIL 121				PHIL (3)	
PHIL 122				PHIL (3)	
PHIL 123				PHIL (3)	
PHIL 135			Assessment pending	PHIL (3)	PHIL 100 lev (3)
PHIL 151	PHIL 231	PHIL 111 (3) & 121 (3) with PHIL 103 or PHIL 152	PHIL (3) Any 2 of Douglas PHIL 101/ 102/ 103/ 151/ 152/ 170 or 250 = PHIL 100 (6)	PHIL 220 (3)	PHIL 100 lev (3)
PHIL 152	PHIL 111	PHIL 111 (3) & 121 (3) with PHIL 102 or PHIL 151	PHIL (3) Any 2 of Douglas PHIL 101/ 102/ 103/ 151/ 152/ 170 or 250 = PHIL 100 (6)	PHIL 100 (3) Douglas PHIL 152 & 103 = SFU PHIL 100 (3) & 203 (3)	PHIL 100 lev (3)
PHIL 170	PHIL 221		PHIL (3) Any 2 of Douglas PHIL 101/ 102/ 103/ 151/ 152/ 170 or 250 = PHIL 100 (6)	PHIL 240 (3)	PHIL 100 lev (3)
PHIL 201	PHIL (3)		PHIL 110 (3)	PHIL 110 (3)	PHIL 103 (3)
PHIL 250	PHIL (3)		PHIL (3) Any 2 of Douglas PHIL 101/ 102/ 103/ 151/ 152/ 170 or 250 = PHIL 100 (6)	PHIL 280 (3)	PHIL 200 lev (3)
PHIL 350	PHIL (3)		PHIL (3)	PHIL (3)	PHIL 290 (3)
PHYS 104			PHYS (4)		

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY OF COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
HKIN 310G	PHED (3)	KPE (3)	UNSP 200 lev (3)	PE 200 lev (1.5) PE 116 & 117 (1)
HKIN 310 (3) B.H.K. Physical Education Specialization only. Refer to Transfer Notes.				PE 107 & 114 (1)
				PE 120 & 122 (1)
HKIN 320				PE 121 & 123 (1)
HKIN (3) 2nd year Precludes credit for HKIN 362. Refer to Transfer Notes. HKIN 320			UNSP 200 lev (3)	PE 200 lev(1.5)
HKIN 280 (3) Refer to Transfer Notes.				PE 200 lev(1.5)
			UNSP 200 lev (3)	PE 200 lev (1.5)
HKIN (3) 2nd year Precludes credit for HKIN 361. Refer to Transfer Notes.			UNSP 200 lev (3)	PE 200 lev(1.5)
PHIL 120 (3)	PHIL 111	PHIL (3)	HUMN 100 lev (3)	PHIL 100 lev (1.5)
PHIL UBC PHIL 100 (6) = any 2 of Douglas PHIL 102, 103, 151, 152, 170, 250.	PHIL (3)	PHIL (3)	HUMN 100 lev (3)	PHIL 100 (3) if taken with Douglas PHIL 152 or 103. Otherwise PHIL 100 lev (1.5) each.
PHIL UBC PHIL 100 (6) = any 2 of Douglas PHIL 102, 103, 151, 152, 170, 250.	PHIL (3)	PHIL (3)	HUMN 100 lev (3)	PHIL 100 (3) if taken with Douglas PHIL 102 or 151. Otherwise PHIL 100 lev (1.5) each.
PHIL (3) 1st year				PHIL 100 lev (1.5)
PHIL (3) 1st year				PHIL 100 lev (1.5)
PHIL (3) 1st year				PHIL 200 lev (1.5)
PHIL (3) 1st year				PHIL 100 lev (1.5)
PHIL UBC PHIL 100 (6) = any 2 of Douglas PHIL 102, 103, 151, 152, 170, 250.	PHIL (3)	PHIL 110 (3)	HUMN 100 lev (3)	PHIL 100 (3) if taken with Douglas PHIL 103 or 152. Otherwise PHIL 100 lev (1.5) each.
PHIL UBC PHIL 100 (6) = any 2 of Douglas PHIL 102, 103, 151, 152, 170, 250.	PHIL (3)	PHIL (3)	HUMN 100 lev (3)	PHIL 100 (3) if taken with Douglas PHIL 102 or 151. Otherwise PHIL 100 lev (1.5) each.
PHIL UBC PHIL 100 (6) = any 2 of Douglas PHIL 102, 103, 151, 152, 170, 250.	PHIL (3)	PHIL 140 (3)	HUMN 100 lev (3)	PHIL 214 (1.5)
PHIL 125 (3)	PHIL 112	PHIL 100 (3)	HUMN 100 lev (3)	PHIL 201 (1.5)
PHIL UBC PHIL 100 (6) = any 2 of Douglas PHIL 102, 103, 151, 152, 170, 250.	PHIL (3)	PHIL (3)	HUMN 200 lev (3)	PHIL 211 (1.5)
PHIL (3) 2nd year	PHIL (3)	PHIL (3)	HUMN 200 lev (3)	PHIL 200 lev (1.5)

RECEIVING INSTITUTIONS...

DOUGLAS COLLEGE COURSE	MALASPINA UNIVERSITY COLLEGE COURSE	OKANAGAN UNIVERSITY COLLEGE	OLA UNIVERSITY PROGRAMS	SIMON FRASER UNIVERSITY	TRINITY WESTERN UNIVERSITY
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
PHYS 107		PHYS 112 (3) & 122 (3) with PHYS 207	PHYS 110 (3) & 115 (1)	PHYS 100 (3) & PHYS (2) Douglas PHYS 107 & 207 = SFU PHYS 100 (3), 130 (2) & PHYS (5). PHYS 107 & 207 (A or B Grade) = PHYS 101 (3), 102 (3), 130 (2) & PHYS (2).	PHYS 101 (3)
PHYS 110	PHYS 121	PHYS 111 (3) & 121 (3) with PHYS 210	PHYS 110 (4)	PHYS 120 (3) & PHYS (2)	PHYS 111 (3)
PHYS 170	PHYS	PHYS 226 (1)	PHYS (3)	MATH 262 (3)	
PHYS 207		PHYS 112 (3) & 122 (3) with PHYS 107	PHYS 111 (3) & 116 (1)	PHYS 100 (3) & 130 (2) Douglas PHYS 207 & 107 = SFU PHYS 100 (3), PHYS 130 (2) & PHYS (5). PHYS 207 (A or B Grade) & 107 (A or B Grade) = PHYS 101 (3), 102 (3), 130 (2) & PHYS (2).	PHYS 102 (3)
PHYS 210	PHYS 122	PHYS 111 (3) & 121 (3) with PHYS 210	PHYS (4)	PHYS 121 (3) & 131 (2)	PHYS 112 (3)
PHYS 321	PHYS (3)		PHYS (1)	PHYS 233 (2)	PHYS 200 lev (2)
PHYS 322	PHYS (3)		PHYS (3)	PHYS 244 (3)	PHYS 200 lev (3)
PHYS 420	PHYS (3)	PHYS 225 (3) with PHYS 421	PHYS (3)	PHYS 221 (3)	PHYS 220 (3)
PHYS 421	PHYS (3)	PHYS 225 (3) with PHYS 420	PHYS (1)	PHYS 234 (2)	PHYS 220 (3)
POLI 110	PLSC 112	POSC 121 (3)	POLI 202 (3)	POL (3) Political	POLS 201 (3)
POLI 120	PLSC 121	POSC 111 (3)	POLI 201 (3)	POL 221 (3)	POLS 202 (3)
POLI 122			POLI (3)	POL 252 (3)	POLS 100 lev (2)
POLI 125	PLSC (3)		POLI (3)	POL 100 (3)	POLS 100 lev (3)
POLI 130	PLSC (3)	POSC 211 (3)	POLI (3)	POL (3) Comparative	POLS 100 lev (3)
POLI 135	PLSC (3)		POLI (3)	POL (3)	POLS 100 lev (3)
POLI 140	PLSC (3)		POLI (3)	POL (3) Comparative	POLS 100 lev (3)
POLI 150	PLSC 200	POSC 222 (3)	POLI (3)	POL 241 (3)	POLS 100 lev (3)
POLI 155	PLSC (3)	POSC 222 (3)	POLI (3)	POL (3) International Relations	POLS 100 lev (3)
POLI 201		POSC 121 (3)	POLI (3) L.L.	POL 210 (3) Political Theory	POLS 200 lev (3)
POLI 210	PLSC 111	POSC 211 (3)	POLI (3)	POL 231 (3)	
PRFU 100	HUMA (3)		CRWR (3)		
PRFU 102			CRWR (3)		
PRFU 201	HUMA (3)		CRWR (3)	ENGL (3)	
PRFU 230	HUMA (3)		CRWR (3)		
PRFU 310			CRWR (3)		

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Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
PHYS 100 (3) No credit for students with Physics 12.				PHYS 102 (3) with Douglas PHYS 207, with a grade of B or better.
PHYS 115 (6) with Douglas PHYS 210. Refer to Transfer Notes.	PHYS 115	PHYS 111 (4) & PHYS (1)		PHYS 120 (1.5) OR PHYS 112 (3) with Douglas PHYS 210.
PHYS 170 (3) For students in the Faculty of Applied Science.	PHYS (3)	Under review		PHYS 122 (1.5)
PHYS (3) and PHYS 100 (3) with Douglas 107 (exempts from PHYS 101)				PHYS 102 (3) with Douglas PHYS 107, with a grade of B or better.
PHYS 115 (6) with Douglas PHYS 110. Refer to Transfer Notes.	PHYS 125	PHYS 112 (4) & PHYS (1)		PHYS 100 lev (1.5) OR PHYS 112 (3), with Douglas PHYS 110.
PHYS 213 (4) with Douglas PHYS 322; OR, PHYS (2), with Douglas PHYS 421.	PHYS (3)	Under review		PHYS 217 (1.5) with Douglas PHYS 322; both must be taken.
PHYS 213 (4) with Douglas PHYS 321	PHYS 217	PHYS (3)		PHYS 217 (1.5) with Douglas PHYS 321; both must be taken.
PHYS 215 (4) with Douglas PHYS 421	PHYS (3)	PHYS 222 (4)		PHYS 214 (1.5) with Douglas PHYS 421; both must be taken.
PHYS 215 (4) with Douglas PHYS 420; OR, PHYS (2), with Douglas PHYS 321.	PHYS 215	Under review		PHYS 214 (1.5) with Douglas PHYS 420; both must be taken.
POLI 240 (3)	POLI 121	POSC 120 (3)		POLI 202 (1.5)
POLI 200 (3)	POLI 111	POSC 110 (3)	POLS 200 (3)	POLI 100 lev (1.5)
POLI (3) 2nd year	POLI (3)	POSC 200 (3)	POLS 100 (3)	POLI 200 lev (1.5)
POLI (3) 2nd year	POLI (3)	POSC (3)		POLI 210 (1.5)
POLI (3) 2nd year	POLI (3)	POSC (3)		POLI 100 lev (1.5)
POLI (3) 2nd year	POLI (3)	POSC (3)		POLI 100 lev (1.5)
POLI 260 (3) OR, POLI (3) 2nd year	POLI 260	POSC 190 (3)		POLI 240 (1.5)
POLI 260 (3) OR, POLI (3) 2nd year	POLI (3)	POSC (3)		POLI 100 lev (1.5)
POLI 240 (3)				POLI 202 (1.5)
POLI 220 (3)	POLI (3)	POSC 230 (3)	POLS 202 (3)	POLI 210 (1.5)
Arts (3) 1st year	PRFU (3)	Individual Assessment		WRIT 100 lev (1.5)
Arts (3) 1st year				
Arts (3) 1st year	PRFU (3)	ENGL (3)		
Arts (3) 1st year	PRFU (3)	Individual Assessment		WRIT 100 lev (1.5)
Arts (3) 2nd year				

RECEIVING INSTITUTIONS...

DOUGLAS COLLEGE COURSE	MALASPINA UNIVERSITY COLLEGE COURSE	OKANAGAN UNIVERSITY COLLEGE	OLA UNIVERSITY PROGRAMS	SIMON FRASER UNIVERSITY	TRINITY WESTERN UNIVERSITY
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
PRFU 330	HUMA (3)		CRWR (3)		
PRFU 350	HUMA (3)		CRWR (3)		
PRFU 370	HUMA (3)		CRWR (3)	CMNS (3) with Douglas COM 216. Both courses must be completed to receive credit.	
PRFU 450			CRWR (3)		
PRFU 470			CRWR (3)		
PRFU 495			CRWR (3)		
PSYC 100	PSYC 111	PSYC 111 (3) & 121 (3) with Douglas PSYC 200	PSYC 101 (3)	PSYC 100 (3)	PSYC 105 (3)
PSYC 110	PSYC (3)		PSYC (3)	WS 203 (3) or PSYC (3) SOCS 100 lev (3) Student's choice.	
PSYC 120	PSYC (3)		PSYC (3)	PSYC (3)	
PSYC 200	PSYC 112	PSYC 111 (3) & 121 (3) with Douglas PSYC 100	PSYC 102 (3)	PSYC 102 (3)	PSYC 106 (3)
PSYC 220			PSYC (3) L.L. May not take PSYC 344 for additional credit.		PSYC 200 lev (3)
PSYC 300	PSYC 203		PSYC 220 (3)	PSYC 210 (3)	PSYC 207 (3)
PSYC 301	PSYC 204	PSYC 213 (3)	PSYC 210 (3)	PSYC 201 (3)	PSYC 201 (3)
PSYC 304					PSYC 300 level (3)
PSYC 308	PSYC (3)		PSYC (3)	PSYC 308 (3)	
PSYC 314	PSYC 205	PSYC 216 (3)	PSYC (3)	PSYC 180 (3)	PSYC 200 lev (3) May not take TWU PSYC 350 for credit.
PSYC 315					PSYC 350 lev (3)
PSYC 320	PSYC (3)	PSYC 214 (3)	PSYC 344 (3)	PSYC 250 (3)	PSYC 211 (3)
PSYC 321	PSYC (3)		PSYC 345 (3)	PSYC 355 (3)	PSYC 200 lev (3) May not take TWU PSYC 342 for credit.
PSYC 322	PSYC (3)		PSYC 346 (3)	PSYC 357 (3)	PSYC 212 (3)
PSYC 330	PSYC 221	PSYC 217 (3)	PSYC (3)	PSYC 260 (3)	PSYC 204 (3)
PSYC 331					PSYC 301 (3)
PSYC 340	PSYC (3)		PSYC (3)	PSYC (3)	PSYC 200 lev (3)
PSYC 341		PSYC 227 (3)	PSYC 250 (3)	PSYC 241 (3)	PSYC 305 (3)
PSYC 342			PSYC (3) L.L.	PSYC (3)	PSYC 300 lev (3)
PSYC 360	PSYC (3)	PSYC 226 (3)	PSYC (3) U.L.	PSYC 221 (3)	PSYC 326 (3)

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Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
Arts (3) 2nd year	PRFU (3)	Individual Assessment		WRIT 200 lev (1.5)
Arts (3) 2nd year	PRFU (3)	Individual Assessment		WRIT 200 lev (1.5)
Arts (3) 2nd year	PRFU (3)	CMNS (3)		
Arts (3) 2nd year				
Arts (3) 2nd year				
Arts (3) 2nd year				
PSYC 100 (6) with Douglas PSYC 200. Refer to Transfer Notes.	PSYC 111	PSYC 101 (3)	PSYC 101 (3)	PSYC 100A (1.5)
PSYC (3) 1st year Refer to Transfer Notes.	PSYC (3)	PSYC (3)	PSYC 100 lev (3)	PSYC 100 lev (1.5)
PSYC (3) 1st year Precludes credit for PSYC 320. Refer to Transfer Notes.	PSYC (3)	PSYC (3)		PSYC 100 lev (1.5)
PSYC 100 (6) with Douglas PSYC 100. Refer to Transfer Notes.	PSYC 121	PSYC 102 (3)	PSYC 102 (3)	PSYC 100B (1.5)
			PSYC 200 lev (3)	PSYC 200 lev (1.5)
PSYC (3) 2nd year Refer to Transfer Notes.	PSYC 210	PSYC 201 (3)	PSYC 215 (3)	PSYC 200 lev (1.5) Precludes credit for Psyc 300A
PSYC (3) 2nd year Refer to Transfer Notes.	PSYC (3)	PSYC 202 (3)	PSYC 215 (3)	PSYC 201 (1.5)
PSYC (3) 2nd year Precludes credit for PSYC 312. Refer to Transfer Notes.	PSYC (3)		PSYC 200 lev (3) Precludes credit for UNBC PSYC 340.	PSYC 200 lev (1.5) Satisfies UVic PSYC 210 requirement.
PSYC 201 (3) Refer to Transfer Notes.	PSYC 211 with PSYC 210	PSYC (3)	PSYC 200 lev (3)	PSYC 215A (1.5)
PSYC (3) 2nd year Precludes credit for PSYC 302. Refer to Transfer Notes.	PSYC 213	PSYC 250 (3)	PSYC 200 lev (3)	PSYC 335 (1.5)
PSYC (3) 2nd year Precludes credit for PSYC 315. Refer to Transfer Notes.	PSYC (3)	PSYC 355 (3)	PSYC 300 lev (3) Precludes credit for UNBC PSYC 345.	PSYC 336 (1.5)
PSYC (3) 2nd year Precludes credit for PSYC 322. Refer to Transfer Notes.	PSYC 223	PSYC 357 (3)	PSYC 300 lev (3) Precludes credit for UNBC PSYC 345.	PSYC 200 lev (1.5) May not take PSYC 333B.
PSYC 203 (3) Refer to Transfer Notes.	PSYC 212	PSYC 260 (3)	PSYC 200 lev (3) Precludes credit for UNBC PSYC 301.	PSYC 200 lev (1.5)
				PSYC 331 (1.5)
PSYC (3) 2nd year Precludes credit for PSYC 415. Refer to Transfer Notes.	PSYC (3)	PSYC (3)	PSYC 200 lev (3)	PSYC 200 lev (1.5)
PSYC 204 (3) Refer to Transfer Notes.			PSYC 200 lev (3) Precludes credit for UNBC PSYC 303.	PSYC 200 lev (1.5) Psyc 341 & 342 preclude credit for UVic's Psyc 430.
PSYC (3) 2nd year Refer to Transfer Notes.			PSYC 200 lev (3)	PSYC 200 lev (1.5) Psyc 341 & 342 preclude credit for UVic's Psyc 430.
PSYC 202 (3) Refer to Transfer Notes.	PSYC 221 with PSYC 211	PSYC (3)	PSYC 230 (3)	PSYC 200 lev (1.5) May not take PSYC 313.

RECEIVING INSTITUTIONS...

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Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
PSYC 365	PSYC (3)		PSYC (3) U.L.	PSYC 302 (3)	PSYC 409 (3)
PSYC 370	PSYC (3)		PSYC (3) U.L.	PSYC 325 (3)	PSYC 200 lev (3)
PSYC 430	PSYC (3)		PSYC (3)	PSYC (3)	PSYC 200 lev (3)
SCIE 106	SCIE (3)		SCIE (5)	GE (3) SCIENCE	NATS 100 lev (3)
SCIE 107	SCIE (3)		BISC (5)	BISC (3)	NATS 100 lev (3)
SOCI 125	SOCL 111	SOCI 111 (3) & 121 (3) with Douglas SOCI 135	SOCI 102 (3)	SA 150 (3) Refer to Transfer Notes.	SOCI 100 lev (3)
SOCI 135	SOCL 211	SOCI 111 (3) & 121 (3) with Douglas SOCI 125	SOCI 101 (3)	SA 250 (3) Refer to Transfer Notes.	SOCI 100/200 lev (3)
SOCI 145	SOCL 210	SOCI 211 (3)	SOCI 210 (3)	SA 100 (3)	SOCI 100 lev (3)
SOCI 230	SOCL (3)	SOCI 222 (3)	SOCI (3)	SA 203 (3) Refer to Transfer Notes.	SOCI 200 lev (3)
SOCI 240	SOCL (3)		SOCI (3)	WS 203 (3) If credit already given for WS 203 (3), credit = WS (3).	SOCI 200 lev (3)
SOCI 250	SOCL (3)		SOCI (3)	SA (3) SOCI 200 div	SOCI 221 (3)
SOCI 260	SOCL (3)		SOCI (3)	SA 255 (3) Refer to Transfer Notes.	SOCI 200 lev (3)
SOCI 270	SOCL (3)		SOCI (3)	W5203 (3)	
SOCI 280	SOCL (3)		SOCI (3)	SA 218 (3) Refer to Transfer Notes.	SOCI 200 lev (3)
SOSC 140	SOCL (3)	BUAD 123 (3)	ADMIN (3) LL	BUS 272 (3)	SOCI 100 lev (3)
SOSC 205			PSYC (3)		
STGE 100			THTR (2)	FPA (2) Tech Thtr	DRAM 200 lev (2)

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY OF COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
PSYC (3) 2nd year Precludes credit for PSYC 310. Refer to Transfer Notes.	PSYC (3)	PSYC 302 (3)	PSYC 320 (3)	PSYC 200 lev (1.5) May not take PSYC 311A or 311B.
PSYC (3) 2nd year Precludes credit for PSYC 333. Refer to Transfer Notes.	PSYC (3)	PSYC 325 (3)	PSYC 200 lev (3)	PSYC 200 lev (1.5)
PSYC (3) 2nd year Precludes credit for PSYC 308. Refer to Transfer Notes.	PSYC (3)	PSYC (3)	PSYC 200 lev (3) Precludes credit for UNBC PSYC 301.	PSYC 200 lev (1.5)
	SCIE 040	GE (3)	SCIE 100 lev (5)	Ed-E 100 lev (1.5) Both Douglas SCI 106 & 107 must be taken in order to satisfy lab science requirement for Ed-E 145A, B & C for elementary education. Because Sci 106 & 107 only total 3.0 units, a 1.5 unit elective must be taken to make up the remaining 1
BIOL (3) Not for credit in Life Science departments. Precludes credit for BIOL 345. OR, GEOL 105 (6), with Douglas GEOL 210. Refer to Transfer Notes.	SCIE (3)	BIO (3)	SCIE 100 lev (5)	Ed-E 100 lev (1.5) Both Douglas SCI 106 & 107 must be taken in order to satisfy lab science requirement for Ed-E 145A, B & C for elementary education. Because Sci 106 & 107 only total 3.0 units, a 1.5 unit elective must be taken to make up the remaining 1
SOCI 100 (6) with Douglas SOCI 135	SOCI 111	SOC 101 (3)	SOSC 100 lev (3)	SOCI 100 (1.5)
SOCI 100 (6) with Douglas SOCI 125	SOCI 121	SOC 102 (3)	SOSC 100 lev (3)	SOCI 210 (1.5)
SOCI (3) 1st year	SOCI 210	SOC 210 (3)	SOSC 100 lev (3)	SOCI 103 (1.5)
SOCI (3) 2nd year	SOCI 201	SOC (3)	SOSC 200 lev (3)	SOCI 200 lev (1.5)
SOCI (3) 2nd year	SOCI 213	SOC (3)	SOSC 200 lev (3)	SOCI 200 lev (1.5)
SOCI (3) 2nd year	SOCI (3)	SOC (3)	SOSC 200 lev (3)	SOCI 200 lev (1.5)
SOCI (3) 2nd year	SOCI (3)	SOC 255 (3)	SOSC 200 lev (3)	SOCI 200 lev (1.5)
SOCI (3) 2nd year	SOCI (3)	Individual Assessment		SOCI 200 lev (1.5)
SOCI (3) 2nd year	SOCI 226	SOC (3)	SOSC 200 lev (3)	SOCI 200 lev (1.5) Student to consult Dept. before taking 345.
COMM 292 (4) OR, Arts (3) 1st year	COMM (3)	Under review	COMM 230 (3)	SOCI 100 lev (1.5)
				PSYC 100 lev (1.5)
THTR 250 (6) with Douglas STGE 110 or 200. Students transferring to the Design/Technical B.F.A. program in Theatre should consult Theatre Dept prior to registration.	THTR (3)	Under review	ELEC 100 lev (2)	THEA 100 lev (1.5)

RECEIVING INSTITUTIONS...

DOUGLAS COLLEGE COURSE	MALASPINA UNIVERSITY COLLEGE COURSE	OKANAGAN UNIVERSITY COLLEGE	OLA UNIVERSITY PROGRAMS	SIMON FRASER UNIVERSITY	TRINITY WESTERN UNIVERSITY
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
STGE 105			THTR (2)	FPA (1) TECH THTR (Stge 105, 110, 180 and 200 = FPA 170 (3), FPA (5) Tech Thtr	DRAM 100 lev (2)
STGE 110			THTR (2)	FPA (1) TECH THTR (Stge 105, 110, 180 and 200 = FPA 170 (3), FPA (5) Tech Thtr	DRAM 100 lev (1)
STGE 180			THTR (3)	FPA (3) TECH THTR (Stge 105, 110, 180 and 200 = FPA 170 (3), FPA (5) Tech Thtr	DRAM 100 lev (3)
STGE 200			THTR (2.5)		DRAM 200 lev (2)
STGE 202			THTR (2.5)	FPA (2) TECH THTR	DRAM 200 lev (2)
STGE 210			THTR (2) Tech	FPA (1) TECH THTR (STGE 210, 280, 300, 310 and 311 = FPA 270 (3), FPA (7) TECH THTR)	DRAM 200 lev (1)
STGE 220			THTR (2.5) Tech	FPA (2) TECH THTR	DRAM 200 lev (3)
STGE 280			THTR (3) Tech	FPA (3) TECH THTR (STGE 210, 280, 300, 310 and 311 = FPA 270 (3), FPA (7) TECH THTR)	DRAM 200 lev (3)

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY OF COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
THTR 250 (6) with Douglas STGE 110 or 200. Students transferring to the Design/Technical B.F.A. program in Theatre should consult Theatre Dept prior to registration.	THTR (3)	Under review		THEA 100 lev (1)
THTR 250 (6) with one of Douglas STGE 100, 105 or 202. Students transferring to the Design/Technical B.F.A. program in Theatre should consult Theatre Dept prior to registration.	THTR (3)	Under review		THEA STGE 103 & 120 & 280 & 110 OR 210 = UVic THEA 105 (3).
THTR 150 (6) with Douglas STGE 280 or 380. Students transferring to the Design/Technical B.F.A. program in Theatre should consult Theatre Dept prior to registration.	THTR 112	Under review	ELEC 100 lev (3)	THEA 100 lev (1.5)
THTR 250 (6) with one of Douglas STGE 100, 105 or 202. Students transferring to the Design/Technical B.F.A. program in Theatre should consult Theatre Dept prior to registration.			ELEC 200 lev (2)	
THTR 250 (6) with Douglas STGE 110 or 200. Students transferring to the Design/Technical B.F.A. program in Theatre should consult Theatre Dept prior to registration.	THTR (3)	Under review	ELEC 200 lev (2)	THEA 100 lev (1.5)
THTR 251 (6) with Douglas STGE 302 or 310. Students transferring to the Design/Technical B.F.A. program in Theatre should consult Theatre Dept prior to registration.	THTR (3)	Under review		THEA STGE 103 & 120 & 280 & 110 OR 210 = UVic THEA 105 (3).
THTR 251 (6) with Douglas STGE 302 or 310. Students transferring to the Design/Technical B.F.A. program in Theatre should consult Theatre Dept prior to registration.	THTR (3)	Under review	ELEC 200 lev (2)	THEA 200 lev (1.5)
THTR 150 (6) with Douglas STGE 180. Students transferring to the Design/Technical B.F.A. program in Theatre should consult Theatre Dept prior to registration.	THTR 122	Under review		THEA STGE 103 & 120 & 280 & 110 OR 210 = UVic THEA 105 (3).

RECEIVING INSTITUTIONS...

DOUGLAS COLLEGE COURSE	MALASPINA UNIVERSITY COLLEGE COURSE	OKANAGAN UNIVERSITY COLLEGE	OLA UNIVERSITY PROGRAMS	SIMON FRASER UNIVERSITY	TRINITY WESTERN UNIVERSITY
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
STGE 300			THTR (2.5) Tech	FPA (2) TECH THTR (STGE 210, 280, 300, 310 and 311 = FPA 270 (3), FPA (7) TECH THTR)	DRAM 200 lev (2)
STGE 302			THTR (2) Tech	FPA (2) TECH THTR	DRAM 200 lev (2)
STGE 310			THTR (2) Tech	FPA (1) TECH THTR (STGE 210, 280, 300, 310 and 311 = FPA 270 (3), FPA (7) TECH THTR)	DRAM 300 lev (1)
STGE 311			THTR (2) Tech		
STGE 380			THTR (3) Tech	Individual Assessment Student must submit detailed course information.	DRAM 300 lev (2)
STGE 405			THTR (2.5) Tech		
STGE 410			THTR (2.0) Tech		
STGE 411			THTR (2.0) Tech		
STGE 480			THTR (3) Tech	Individual Assessment Student must submit detailed course information.	DRAM 221 (3)
THEA 105	THEA 111		THTR (3)	FPA (3) THTR HIST Two or more of Douglas THEA 105, 106, 107, 108 = SFU FPA 150 (3) plus FPA (3) (6) (9) THTR HIST	DRAM 101 (3)
THEA 106	THEA 112		THTR (3)	FPA (3) THTR HIST Two or more of Douglas THEA 105, 106, 107, 108 = SFU FPA 150 (3) plus FPA (3) (6) (9) THTR HIST	DRAM 102 (3)
THEA 107			THTR (3)	FPA (3) THTR HIST Two or more of Douglas THEA 105, 106, 107, 108 = SFU FPA 150 (3) plus FPA (3) (6) (9) THTR HIST	DRAM 100 lev (3)
THEA 108			THTR (3)	FPA (3) THTR HIST Two or more of Douglas THEA 105, 106, 107, 108 = SFU FPA 150 (3) plus FPA (3) (6) (9) THTR HIST	DRAM 100 lev (3)

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY OF COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
THTR 251 (6) with Douglas STGE 302 or 310. Students transferring to the Design/Technical B.F.A. program in Theatre should consult Theatre Dept prior to registration.	THTR (3)	Under review		THEA 205 pc (1.5) OR, THEA 205 (3), with Douglas STGE 310, 411, 300; 3 unit maximum.
THTR 251 (6) with one of Douglas STGE 210, 220 or 300. Students transferring to the Design/Technical B.F.A. program in Theatre should consult Theatre Dept prior to registration.	THTR (3)	Under review		THEA 305 (3) with Douglas STGE 380
THTR 251 (6) with one of Douglas STGE 210, 220 or 300. Students transferring to the Design/Technical B.F.A. program in Theatre should consult Theatre Dept prior to registration.	THTR (3)	Under review	ELEC 200 lev (2)	THEA 205 PC (1.5) Any 2 of STGE 300, 411 & 310 = UVic THEA 205 (3) - 3 unit maximum.
			ELEC 200 lev (2)	THEA 100 lev (1.5)
THTR 150 (6) with Douglas STGE 180. Students transferring to the Design/Technical B.F.A. program in Theatre should consult Theatre Dept prior to registration.	THTR (3)	Under review		THEA 305 (3) with Douglas STGE 302
			ELEC 200 lev (2)	THEA 305 (1.5)
			ELEC 200 lev (2)	THEA 300 lev (1.5)
			ELEC 200 lev (2)	THEA 205 pc (1.5)
	THTR (3)	Under review		THEA 305 (1.5)
THTR 120 (6) with Douglas THEA 106	THTR 110	THEA (3)	HUMN 100 lev (3)	THEA 110 (3) with Douglas THEA 106
THTR 120 (6) with Douglas THEA 105	THTR 120	THEA (3)	HUMN 100 lev (3)	THEA 110 (3) with Douglas THEA 105
THTR (3) 1st year	THTR (3)	THEA (3)	HUMN 100 lev (3)	THEA 200 lev (1.5)
THTR (3) 1st year	THTR 320	THEA (3)	HUMN 100 lev (3)	THEA 200 lev (1.5)

RECEIVING INSTITUTIONS...

DOUGLAS COLLEGE COURSE	MALASPINA UNIVERSITY COLLEGE COURSE	OKANAGAN UNIVERSITY COLLEGE	OLA UNIVERSITY PROGRAMS	SIMON FRASER UNIVERSITY	TRINITY WESTERN UNIVERSITY
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
THEA 110	THEA 201		THTR (3)	FPA 151 (3)	DRAM 211 (3)
THEA 111			THTR (3)	FPA (3) THTR Studio	DRAM 100 lev (3)
THEA 121			THTR (3)		DRAM 101 (3)
THEA 140			THTR (3)	FPA (3) TECH THTR Douglas THEA 140 & 141 = SFU FPA 170 (3) & FPA (3) TECH THTR	DRAM 100 lev (3)
THEA 141			THTR (3)	FPA (3) TECH THTR Douglas THEA 141 & 140 = SFU FPA 170 (3) & FPA (3) TECH THTR	DRAM 100 lev (3)
THEA 171			THTR (3) Studio	FPA (3) THTR Studio	DRAM 100 lev (3)
THEA 180			THTR (3) Studio		DRAM 181 (1)
THEA 210	THEA 202		THTR (3) Studio	FPA 152 (3) THTR Studio	DRAM 212 (3)
THEA 211			THTR (3) Studio	FPA (3) THTR Studio	DRAM 200 lev (3)
THEA 240			THTR (3) Studio	GE (3) THTR Studio	DRAM 221 (3)
THEA 271			THTR (3) Studio	FPA (3) THTR Studio	DRAM 200 lev (3)
THEA 280			THTR (3) Studio		DRAM 182 (1)
THEA 310			THTR (3) Studio	FPA (3) THTR Studio	DRAM 411 (3)
THEA 311			THTR (3) Studio 2nd year	FPA (3) THTR Studio	
THEA 410			THTR (3) Studio	FPA (3) THTR Studio	Under review
THEA 480			THTR (3)		DRAM 282 (1)

UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY OF COLLEGE OF THE CARIBOO	UNIVERSITY COLLEGE OF THE FRASER VALLEY	UNIVERSITY OF NORTHERN BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)	Course (Credits)
THTR 160 (6) with Douglas THEA 210	THTR 111	THEA 211 (3)	ELEC 100 lev (3)	THEA 120 (3) & 100 lev (1.5) with Douglas THEA 111 & 171; or THEA 100 lev (1.5).
THTR (3) 1st year	THTR 213	THEA (3)	ELEC 100 lev (3)	THEA 120 pc (1.5)
THTR (3) 1st year			ELEC 100 lev (3)	
THTR (3) 1st year	THTR (3)	THEA (3)		THEA 100 lev (1.5)
	THTR (3)	THEA (3)		THEA 100 lev (1.5)
	THTR (3)	THEA (3)	ELEC 100 lev (3)	THEA 120 (3) & 100 lev (1.5) with Douglas THEA 140 & 111; or THEA 100 lev (1.5).
THTR 160 (6) with Douglas THEA 110	THTR 121	THEA 212 (3)	ELEC 200 lev (3)	THEA 200 lev (1.5)
	THTR 223	THEA (3)	ELEC 200 lev (3)	THEA 200 lev (1.5)
	THTR (3)	THEA (3)		THEA 200 lev (1.5)
THTR (3) 2nd year	THTR (3)	THEA (3)	ELEC 200 lev (3)	THEA 200 lev (1.5)
THTR (3) 2nd year	THTR (3)	THEA (3)	ELEC 200 lev (3)	THEA 300 lev (1.5)
THTR (3) 2nd year	THTR (3)	THEA (3)	ELEC 200 lev (3)	THEA 200 lev (1.5)

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**Faculty, Staff,
Administration, College
Board and Advisory
Committees**

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Robert M. Buzza (Board Vice-Chair)

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Anne Fenton

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Shirley McKinley

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Marilyn Rushton

Howard B. Smith

W. (Bill) L. Day (Ex. officio)

Roberta Bend (Ex. officio)

..... Administration

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Registrar

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ATKINSON, Albert L.,
Vice President, Educational Services
B.Ed., M.Ed. (British Columbia)

BARBER, Brad,
Manager, Public Information Office
B.G.S. (Simon Fraser)

BAYDOON, Fadi,
Manager of Logistical Services

BESSEY, Barbara,
Executive Secretary to the President

CAMPBELL, Geoffrey,
Systems Manager/Analyst
B.Sc. (British Columbia)

CHISHOLM, Virginia A.,
Director of Learning Resources
B.Ed. (British Columbia), M.L.S. (Washington)

COWIN, J. Robert,
Director of Institutional Research & Development
B.A. (British Columbia), M.P.A. (Victoria)

CROZET, Mark,
Director of Resource Development
B.A. Comm. (British Columbia)

DAVIES, Wendy,
Personnel Assistant

DAY, William L.,
College President
B.A., M.Ed. (British Columbia)

DAYKIN, Roy,
Manager, Accounting Information and Internal Audit

DOERR, James H.,
Dean
B.A., B.Ed. (Saskatchewan) M.Ed. (Toronto) & Services

EXMANN, Marian,
Labour Relations Manager

FARRELL, John Terrance,
Chair, Arts and Humanities
B.A. (Carleton), M.A., Ph.D. (McMaster)

GILGAN, Gordon W.,
Dean
B.Sc., M.Sc. (Simon Fraser)

GORDON, Marle G.,
Vice President, College Development
B.Ed., M.A. (British Columbia)

GREENWOOD, Peter F.P.,
Vice President, Finance and Administration
C.A., B.Sc. (Louisiana State)

HAYES, Betty Lou,
Manager, Athletics & Intramurals
B.A. (New Brunswick)

HOLMWOOD, Joy,
Director of Health Sciences
B.S.N. (British Columbia), M.S. (Hawaii)

HOSOI, Tadatoshi,
Manager, Centre for International Education
B.A. (Yokohama), M.A. (British Columbia)

ISMAIL, Rashida,
Administrative Assistant to the Vice President, Instruction

JACK, Brenda,
Business Manager, Community Programs & Services

JAMES, Edwin [Ted],
Acting Director, Student Services & Developmental Education
B.A. (hons) (Reading, U.K.), M.A. (British Columbia) p.g.c.e. (Exeter, U.K.)

JOLLEY, Edmund Joseph,
Chair, Science and Mathematics
B.Sc. (Carleton), M.A. (British Columbia)

KNOWLES, Janet,
Manager, Centre(s) 2000
B.A., M.A. (Regina)

LEONARD, T.P. (Terry),
Director of Facilities' Services
Administrative Mgmt. (B.C.I.T.), Dip. Canadian Institute of Management, Dip. Professional

LINSCHOTEN, Robert J.,
Manager, Instructional Media Services
B.A.A. (Ryerson Polytechnical Institute)

MAYNES, Karen, C.A.,
Comptroller
B.Ed. (Calgary)

MCCALLUM, Lorna,
Chair, English and Communications
B.A. (hons) (Carleton), M.A., Ph.D. (Alberta)

MCKENDRY, N. John,
Vice President, Instruction
B.A., M.Sc. (Guelph), Ph.D. (Florida)

MILLER, Beverley A.,
Director, Child, Family and Community Studies
B.Sc. Nursing (British Columbia), M.A. (Ed.) (Simon Fraser)

MITCHELL, Milo,
Director, Psychiatric Nursing
RN, B.A.A.N. (Ryerson Polytechnical), M.H.Sc. (McMaster)

MOSTERT, Yvonne,
Administrative Assistant to the Vice President, Educational Student Services

MURRAY, Margaret,
Executive Secretary to the Vice President, Finance and Administration and the College Board

PEERLESS, Elizabeth,**Chair, Social Sciences**

Teacher's Cert. (London Institute), B.A. (hons), M.Sc. (Geography) (London), Post Baccalaureate Diploma in Criminology (Simon Fraser)

POWER, Lynn,**Administrative Assistant to the Vice President, College Development****PRICE, Marshall,****Manager, Systems & Computing**

B. Comm. (Alberta)

REMMEM, Krls,**Senior Personnel Assistant****RICKARDS, Florence,****Personnel Manager**

CCRC, ARW, RSW, Assoc. Arts, Assoc. Bus Admin. (Douglas College)

ROSSELL, Marlan,**Director, Thomas Haney Centre**

B.A. (British Columbia), M.A. (Simon Fraser)

SANDERSON, Peter,**Director of Labour Relations and Personnel**

B.A. (Carlton), M.I.R. (Toronto)

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B.Comm. (British Columbia) M.Sc. (British Columbia)

THOMASSON, Patricia,**Manager of Site Services****VALECOURT, Linda,****Bookstore Manager****WALTON, Brenda,****Assistant Registrar****WORSLEY, Christine,****Assistant Comptroller**

C.M.A.

.....

Regular Faculty**ALLEN, Barbara****Computer Information Systems**

Dip. of Tech. (B.C.I.T.), B.Sc. (Simon Fraser)

ALLWORK, Janet**English**

B.A. (hons) (Simon Fraser), M.A. (hons), M.L.S. (British Columbia)

ANDREWS, Frans**Psychiatric Nursing**

R.P.N., B.Sc. (U.C.L.A., Calif.)

ANEKE, Esther**General Nursing**

B.Sc. (British Columbia), M.Sc. (Western Ontario)

ANGEL, Leonard**Philosophy**

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ASHCROFT, Susan**Library**

B.A. (hons) (Western Ontario), M.L.S. (British Columbia)

BARRINGTON-FOOTE, Kevin**Music**

A.R.C.T., B.Mus, M.Mus. (British Columbia)

BEAVEN, Claudia**Psychology**

B.Ed., M.A. (Simon Fraser), Ph.D. (Michigan)

BECK, Mary Lols**Resident Care Attendant**

B.A. (Simon Fraser), R.N. (Niagara Falls), M.A. (Simon Fraser)

BELL, Marle**Psychiatric Nursing**

R.N., Dip. Psych. Nursing, B.Sc. (British Columbia)

BEND, Roberta**Psychiatric Nursing**

R.N. (Misericordia) B.A. (Winnipeg)

Dip. Teaching & Supervision (Manitoba)

BISCOP, Paul**Anthropology**

B.A. (Dalhousie), M.A. (McGill) M.A., Ph.D. (Simon Fraser)

BLACKWELL, John,**C.S.P., I.S.P, C.C.P.****Computer Information Systems**

Cert. Tech. (B.C.I.T.)

BOWES, Brenda**Office Administration**

Instructors Diploma (British Columbia)

BOWKER, Mary Elizabeth**General Nursing**

R.N., B.Sc.N. (British Columbia)

BRAIDEN, Brenda**Developmental Studies**

B.A. (British Columbia)

BRIEMBERG, Mordecai**English as a Second Language**

B.A. (hons) (Alberta), M.A. (Oxford)

BROATCH, Connie**Developmental Studies**

B.A. (British Columbia)

BROOKES, Raymond M.**Accounting**

B. Comm. (British Columbia), C.G.A. (British Columbia)

BROWN, Patricia**Early Childhood Education**

B.Sc. (Oregon State), M.A. (British Columbia)

BROWN, Patrick**Business**

B.A., M.Sc. (British Columbia)

BROWNE, Robert James**Chemistry**

B.Sc. (Western Ontario), Ph.D. (British Columbia)

BURGESS, David**Child & Youth Care Counsellor**

B.A. (Sir George Williams), M.Ed. (British Columbia)

BURROWS, Mae Elizabeth**Developmental Studies**

B.A. (hons.) (Simon Fraser)

BURRY, Pamela M.**General Nursing**

R.N., B.N. (Memorial)

CAMERON, Joyce**Developmental Studies**

Teacher's Certificate, B.Ed. (Simon Fraser)

CAMMACK, Vickie**Community Support Worker**

B.A. (Simon Fraser)

CARLISLE, Mary**Developmental Studies**

B.A., M.A. (British Columbia)

CARRUTHERS, Karen**Sign Language Interpretation**

B.S.W. (Gallaudet), Instructor's Diploma (VCC)

CERNAUSKAS, Kathryn**Music**

B.M. (Performance) (Toronto)

CHAMBERLAND, Lee**Therapeutic Recreation**

Dip. Leisure and Recreation Mgt. (Cariboo College), B.A. (Eastern Washington), M.Sc. (Missouri)

CHAN, Adrienne**Community Programmer**

B.A. (Victoria), M.S.W. (British Columbia)

CHEUNG, Hilary**Developmental Studies**

B.Sc., M.A. (British Columbia), Prof. Cert. (Victoria)

CHIN, Alan**Physical Education**

B.S. (Alberta), M.S., Ph.D. (Oregon)

CHINNIAH, Marie-Claire**Modern Languages**

L.es. Lettres (Lille) C.A.P.E.S. (Grenoble)

CHUDNOVSKY, Rita Leah**Community Programmer**

B.A. (British Columbia), M.Ed. (Simon Fraser)

COCKBURN, Jean**Library**

B.A., M.L.S. (Alberta)

COLLINGWOOD, Barbara**Psychiatric Nursing**

R.N., M.Ed. (Simon Fraser)

COLVIN, Carole**Office Administration**

Legal Stenography Cert. (BCIT), Instructor's Diploma

COOKSON, Catherine**Community Programmer**

B.S.N. (British Columbia)

COWARD, Barbara**English as a Second Language**

B.A., M.A. (British Columbia)

CRAWFORD, John A.**Psychiatric Nursing**

R.P.N., B.A. (Regina), M.A. (Educ) (Simon Fraser)

CRAWFORD, Judy**Developmental Studies**

B.A. (Simon Fraser)

CURREY, Ingrid**Psychiatric Nursing**

RPN, B.A. (British Columbia)

CURRIE, Janet**Counselling**

B.A. (Queens) M.Ed. (British Columbia)

DAMRON, John**Psychology**

B.A. (Calif.) M.A., Ph.D. (Simon Fraser)

DANBERT, Kathleen**General Nursing**

R.N., B.S.N. (British Columbia) M.Ed. (Simon Fraser), Dip. Nurs. Ed. (Western Ontario)

DANSKIN, Gordon**Developmental Studies**

B.Sc. (hons.), M.Sc. (Simon Fraser)

DARE, Valerie Joy**Psychology**

B.A. (Carleton), M.A., Ph.D. (Concordia)

DAVIES, Brian E.**Philosophy & Humanities**

B.A., M.A. (University of California, Riverside)

de BEER, Beth**Criminology**

B.A., M.A. (Simon Fraser)

DIXON, Roslyn**Communications**

B.A., M.A. (Simon Fraser)

DRAMER, Rob**Developmental Studies**

B.Sc. (Washington)

DU FRAYER, Jacqueline**General Nursing**

S.R.N., S.C.M. (St. Thomas Hospital)

DUGAS, Beverly**Medical Office Assistant**

DUNCAN, Kathi**Psychiatric Nursing**

RN, B.S.N. (St. Louis), M.Sc. (Portland)

DUNN, Pauline**General Nursing**

R.N., B.S.N., M.S.N. (British Columbia)

DUNNING, Stephen**English**

B.A., M.A. (Ottawa), Ph.D. (Cambridge)

EATON, Howard Leslie**English**

B.A. (Kansas), M.A. (Indiana)

EBNER, Carol**Early Childhood Education**

A.A. (Capilano College), B.A. (Antioch), M.A. (British Columbia)

EDWARDS, Gerard**Business**

M.B.A. (Cranfield)

ELLCHUK, Darlene Grace**General Nursing**

R.N., B.S.N. (Saskatchewan), M.Sc. (Nursing) (British Columbia)

ELLIOT, Karyn**Office Administration**

B.S., B.A. (North Dakota)

ENTIN, Martha**Counselling**

B.G.S. (Simon Fraser), M.A. (British Columbia)

ERSKINE, Patricia Ann**General Nursing**

R.N., B.A. (Loyola)

ESTERGAARD, Douglas**Child & Youth Care Counsellor**

B.A. (Simon Fraser)

FAHRNKOPF, Robert**Philosophy & Humanities**

B.A. (Stanford) Ph.D. (British Columbia)

FARRELL, Andrea G.E.**General Nursing**

B.S.N. (Saskatchewan)

FARRELL, Janet L.**General Nursing**

O.T., R.N., Dip. in Nursing Ed. (Western Ontario)

FARRELL, John Terrance**Political Science**

B.A. (Carleton), M.A., Ph.D. (McMaster)

FISHER, Blair**Music**

B. Music (Victoria), M. Music (Miami)

FISHER, Linda**Criminology**

B.A., M.A. (Simon Fraser)

FLEMING, John**Criminology**

B.A. (Windsor), M.A. (Toronto)

FLETCHER, Joy**Health Information Services Program**

Dip. Health Information Technology (B.C.I.T.)

FORSYTHE, Linda**Prison Education**

B.A. (Simon Fraser), Teacher's Certificate (Ontario)

FOURNIER, Raymond**Psychiatric Nursing**

R.P.N., Dip. Adult Ed. (British Columbia)

FOURNIER, Rose-Marie**Community Programmer**

B.Sc.N., M.A. (British Columbia)

FRASER, Gall**English**

B.A., M.A., Ph.D. (British Columbia)

FRASER, Susan**Early Childhood Education**

M.A., M.Ed. (British Columbia)

FRICK, Tim**Physical Education**

B.P.E., M.Ed., Dip. Ed. (British Columbia)

FRIEDRICHS, Rhoda**History**

A.B. (Barnard) M.A., Ph.D. (Columbia)

FULTON, Cynthia**Criminology**

B.A. (British Columbia), L.L.B. (Victoria)

GERVASIO, Wilhelmina**General Nursing**

B.S.N. (Far Eastern Univ., Manila)

GIBBONS, Sherry**Reading and Study Skills**

B.A., B.Ed. (Dalhousie), M.Ed. (Mt. St. Vincent)

GILANI, Syed Mumtaz Ali Shah**Mathematics**

B.A. (Dyal Singh College), M.A. (Punjab), M.Math, M.Phil (Waterloo)

GILMORE, Berenice**Prison Education**

Teaching Cert. (Notts, England), B.A. (Simon Fraser)

GIRARD, J-L (John)**Computing Science**

Diploma in Electrical Technology (Ryerson)

B.Sc.(hons), M.Sc. (British Columbia)

GLOFCHESKIE, John**Music**

A.R.T.C. (Toronto), B.Mus., M.A. (Western Ontario)

GOLDIE, Norma**General Nursing**

RN, BSc., M.A. (British Columbia)

GOWAN, Nancy**Psychiatric Nursing**

R.N., B.S.N. (Victoria), M.Ed. (British Columbia)

GRAY, Suzanne**General Nursing**

B.Sc., M.Ed. (British Columbia)

GREATHOUSE, Susan**General Nursing**

RN, B.Nur. (Calgary), M.S.N. (British Columbia)

GREENHOW, Janet Wilson**Resident Care Attendant**

R.N., B.S.N. (British Columbia)

GREENWOOD, Marlon Alice**General Nursing**

R.N., B.N. (Manitoba), Cert. Adult Ed. (Red River), M.Ed. (Simon Fraser)

GRESKO, Jacqueline**History**

B.A. (Hons) (British Columbia), M.A. (Carleton)

GRISWOLD, Irene E.**Accounting**

C.G.A. (British Columbia)

GUNDERSON, Jean F.**Psychiatric Nursing**

R.P.N., R.N., B.S.N. (Victoria), M.Sc. (Portland)

HAHN, Jackie**General Nursing**

Dip. Psy. Nursing (Switzerland) R.N.

HAMM, Susan**Mathematics**

B.Sc. M.Sc. (Simon Fraser)

HANCOCK, Marlene**Political Science**

B.A., M.A. (Simon Fraser)

HARDMAN, Amanda**Communications**

B.A. (hons), M.A. (British Columbia)

HARMS, Albert**Mathematics**

B.Sc. Eng. (Manitoba), P. Eng.

HAWTHORNE, Denise**General Nursing**

B.A. (British Columbia)

HELEWKA, Anna**Psychiatric Nursing**

RPN, RN, BSN (British Columbia)

HENDERSON, Peter James**Accounting**

M.B.A. (Simon Fraser) C.G.A.

HESSING, Melody**Sociology**

B.A. (Denver), M.A. (Syracuse), Ph.D. (British Columbia)

HIEBERT, Diana**Dental Auxiliary**

Certified Dental Assistant

HODGSON, Maurice J.**Creative Writing**

B.A. (Memorial) M.A. (British Columbia), Ph.D (Essex)

HOPPE, Margaret**English as a Second Language**

B.A. (Western Ontario), M.Ed. (British Columbia)

HOSHINA, Tatsuo**Music**

Dip. Acad. Vocal Arts (Curtis Inst. of Music),
B.Sc., (Lebanon Valley College). M.Mus. (British Columbia)

HUMPHREY-KANDA, Janice**Sign Language Interpretation**

B.S. (West Texas State), M.Ed. (Texas A & M), Ed. D.
(Brigham Young) Comprehensive Skills Cert. (R.I.D.)

HUNT, Caroline**Psychiatric Nursing**

B.Sc.N., RN, RPN (British Columbia)

HUNTER, Kathleen A. Heggie**Criminology**

B.A. (Saskatchewan), L.L.B. (Dalhousie)

IAQUINTA, Maria**Disabled Student Services**

B.A., Postgraduate Dip. in Education (McGill) M.A. (British Columbia)

ILSEVER, Joe**Business**

B.A. (Simon Fraser), CGA (British Columbia), Dip. Tech.
(B.C.I.T.), M.B.A. (Seattle)

IRONSIDE, Linda**English as a Second Language**

B.A. (Wilfred Laurier), M.A. (Simon Fraser)

IZAT, Mabel**Career & Job Preparation**

B.A. (Glasgow, Scotland), M.A., A.B.S. (Spokane)

JANTTI, Hannele**Criminology**

B.A., M.A. (Simon Fraser)

JAMES, Edwin [Ted]**Developmental Studies**

B.A. (hons) (Reading, U.K.) M.A. (British Columbia)
p.g.c.e. (Exeter, U.K.)

JOHNSON, Chris**Sports Institute**

B.Ed. (McGill), M.A. (Simon Fraser)

JOHNSON, Frances E.**General Nursing**

B.S.N. (Saskatchewan), M.A. (Simon Fraser)

JOLLEY, Edmund Joseph**Physics**

B.Sc. (Carleton), M.A. (British Columbia)

JONES, Daniel**Psychiatric Nursing**

R.N. (London) Teachers Diploma (London)
Masters (Surrey)

JOYCE, Ian Thomas**Geography**

B.Sc. (hons) (Glasgow), M.A. (Simon Fraser)

JOYCE, Thomas**English**

B.A. (McMaster), M.A. (Acadia)
Ph.D. (Alberta)

KAKAR, Safdar**Geology**

B.Sc. (hons) (Peshawar), M.Sc. (Punjab), Ph.D. (Wales)

KANTROWIZ, Peter**Economics**

B.A., M.A. (Simon Fraser)

KASSAM, Floz**Business**

L.L.B. (East Africa), L.L.B. (British Columbia)
L.L.M. (London)

KELLMAN, Martha,**Psychiatric Nursing**

R.N. (Ryerson) B.S.N. (Victoria)

KENWARD, Laurie**Health Information Services Program**

CCHRA(C), B.A. (Notre Dame)

KERRY, Shirley**General Nursing**

B.S.N., M.Ed. (British Columbia)

KING, Fran**Psychiatric Nursing**

R.N.

KIRKEY, Jennifer**Physics**

B.Sc. (Trent), M.Sc. (Simon Fraser)

KIRKHAM, Loma Jeanne**Community Social Service Worker Program**

Dip. (St. Joseph's Academy) R.S.W.

KLASSEN, Cecil**English as a Second Language**

B.A., Teach. Cert. (British Columbia), M.A. (Toronto)

LAND, Connie**Business**

B.Ed. (Alberta), M.B.A. (Washington)

LANDON, Bruce**Psychology**

B.S.C. (Utah), M.S., Ph.D. (Rutgers)

LANGLEY, Lin**Communications**

B.G.S., M.A. (Simon Fraser), CAGS (American International College)

LAWSON, Alan**Mathematics**

B.Sc. (British Columbia) P.Eng.

LEAVENS, Lynn Roger**Marketing**

B.S. (North Dakota), M.B.A. (Oregon)

LEE, Fiona**General Nursing**

B.S.N. (British Columbia)

LEONARD, Frank**History**

B.A. (hons) (British Columbia), M.A. (Toronto)
Ph.D. (York)

LESLIE, Murray**Economics**

B.A. (hons) (Western Ontario)

LEWTHWAITE, Marilyn**General Nursing**

R.N., B.S.N. (British Columbia)

Li, Simon**Computer Information Systems**

B.B.A., M.B.A. (Simon Fraser)

LIEBELT, Kathleen**Psychiatric Nursing**

RN, B.Sc.N., M.S.N. (British Columbia)

LOGELIN, Robert**Basic Occupational Education**

B.A., M.Ed. (Simon Fraser)

LOUGHREY, Terry**English as a Second Language**

B.A. (Leeds, U.K.), M.A. (McMaster, Hamilton, Ont.)

LOVE, Rosemary**Community Support Worker**

B.A. (McGill), Dip. Education (Concordia),
Dip. Special Education (McGill), M.A. (British Columbia)

MABARDI, Sabine**Modern Languages**

B.A. (Simon Fraser)

MACKENZIE, Lorne**Business**

B.Sc., M.B.A. (British Columbia)

MACKINNON, Ron**Business**

B.Sc., M.B.A. (British Columbia)

MACKOFF, Randy**Criminology**

B.A., M.A., P.L.D. (British Columbia)

MAIN, William**English**

B.A., M.A. (British Columbia)

MAINPRIZE, Stephen**Sociology**

B.A. (Victoria), M.A. (Western Ontario), Ph.D. (British Columbia)

MAISONVILLE, Paula M.**Psychiatric Nursing**

RN, B.Sc. N., M.Ed. (British Columbia)

MALBY, George**Business**

B.A.Sc. (Waterloo), M.B.A. (British Columbia)

MALNARICH, Gillies**Developmental Studies**

B.A. (British Columbia)

MANSFIELD, Nicholas James**Sociology**

B.A. (hons), M.A. (Simon Fraser)

MARRS, Brian**English**

B.A., M.A. (British Columbia)

MATHESON, Cheryl**Theatre**

B.A., B.Ed. (Alberta)

MATTHEWS, Mary**Library**

B.A. (Victoria), M.L.S. (British Columbia)

MCCANN, Terence**Anthropology/Sociology**

B.A. (hons), (Dunelm), B.Litt. (Oxon)

MCCASLIN, Susan**English**

B.A. (Washington), M.A. (Simon Fraser), Ph.D. (British Columbia)

MCDONALD, Dan**Therapeutic Recreation**

B.P.E. (Lakehead), M.A. (Minnesota)

MCGILVER, Charles Jude [Jay]**Psychology**

B.A., M.A. (British Columbia)

MCINTOSH, Gall**General Nursing**

R.N., B.Sc.N. (Saskatchewan), M.Sc. (California)

MCKINLEY, Shirley Jean**General Nursing**

R.N., B.S.N. (McGill), M.A. (Ed) (Simon Fraser)

MKINTUCK, Dennis**Business**

Dip. Mech. Eng. (NCAAT), B.Ed. (Queen's) M.B.A. (Saskatchewan)

MCMILLAN, Alan Daniel**Anthropology**

B.A. (Saskatchewan), M.A. (British Columbia)

MIDGLEY, Rodney**Economics**

B.A., M.A. (British Columbia)

MILLIS, Leonard A.**Biology**

B.Sc., M.Sc. (Alberta), Ph.D. (McMaster)

MOHORUK, Rose**Modern Languages**

B.A. (California, Riverside), M.A. (British Columbia)

MORRISON, Andrew**Accounting**

C.M.A., Instructors Diploma (British Columbia)

MOSSING, Jeanette M.**Psychiatric Nursing**

R.N., B.N. (McGill) M.Sc. (Nsg.) (Portland)

MURPHY, Geraldine**Community Programs**

R.N. (Royal Jubilee), B.Sc.N. (British Columbia)

NELSON, Betty**Health Information Services Program**

CCHRA(C), M.Ed. (Simon Fraser)

NIVEN, Carol Ann**Psychiatric Nursing**

B.Sc.N.Ed. (Ottawa), Dip. Ex. Studies in Education (S.F.U.), M.Sc. (Portland)

NORDMAN, Sally**Community Social Service Worker**

B.A. (hons), M.S.W. (British Columbia)

NORMAN, Richard**Community Support Worker**

B.Sc. (Maine), M.A. (Memphis)

NORRIS, Steven**Counselling**

B.A. (Victoria), M.A. (Simon Fraser)

OIKE, Nancy**Office Administration**

B.Ed. (British Columbia)

OLEKSUIK, Ann Marie**General Nursing**

B.S.N. (Saskatchewan)

PAIGE, Shella T.**Office Administration**

Instructors Diploma

PARKINSON, Gary**Criminology**

B.A., M.A. (Saskatchewan), Ph.D. (British Columbia)

PATERSON, Geri**Therapeutic Recreation**

B.P.E., M.P.E. (British Columbia)

PEACOCK, Adrienne**Biology**

B.Sc. (York), Ph.D. (British Columbia)

PEERLESS, Elizabeth**Geography**

Teacher's Cert. (London Institute), B.A. (hons), M.Sc. (London), Post Baccalaureate Diploma in Criminology (Simon Fraser)

PEITSO, Elja K.**Biology**

B.P.E. (British Columbia), M.Sc. (Simon Fraser)

PERSAD, Hendrick H.**Chemistry**

B.Sc., Ph.D. (Alberta)

PICKERING, Walter**Marketing**

B.A., M.A., M.B.A. (Western Ontario)

PICKTHALL, Linda**General Nursing**

R.N., B.S.N., M.S.N. (British Columbia)

PLUMBLEY, Jill**English as a Second Language**

B.A. (hons) (London, Eng.), B.Ed. (Brock, Ont.), M.Ed. (British Columbia)

RAINBOW, Marilyn**General Nursing**

R.N., B.S.N. (Alberta), M.Sc. (Nursing) (Portland)

REA, Cornellus**Psychology**

B.A., M.A., P.D.P., Ph.D. (Simon Fraser)

READ, Brenda**Office Administration**

B.Ed. (Saskatchewan)

REED, William**Chemistry**

B.Sc. (Durham) M.Sc., Ph.D. (British Columbia)

REYNOLDS, Noreen E.**General Nursing**

B.Sc.N. (Alberta)

RITCHIE, John**General Nursing**

R.N., B.A. (Waterloo Lutheran), M.Ed. (Simon Fraser)

ROBINSON, Julla**English as a Second Language**

B.A. (British Columbia)

ROPER, Julie**Therapeutic Recreation**

B.A. (Simon Fraser), M.Ed. (Dalhousie)

ROWAN, Helen**Library**

B.A. (Simon Fraser), B.L.S. (British Columbia)

RYAN, Robln Ross**Physical Education**

B.Ed. (British Columbia), M.Sc. (Alberta)

ST. JEAN, Carol**English as a Second Language**

B.S. (Central Connecticut State College), M.Ed. (British Columbia)

SCHAEFER, Valentin Henry**Biology**

B.Sc. (McGill), M.Sc. (Toronto), Ph.D. (Simon Fraser)

SCHAFER, Joan**Office Administration**

G.C.Ed.Dip, Teaching Cert. (Saskatchewan), Instructors Diploma (B.C.)

SELMAN, Janice M.**English as a Second Language**

B.Ed. (Miami), M.Ed. (British Columbia)

SHEBIB, Robert A.**Community Social Service Worker**

B.A., B.S.W., M.S.W. (Calgary), M.B.A. (Simon Fraser)

SILVERMAN, Ellen**Music**

B.Mus. (Eastman), M.Mus. (Syracuse)

SIMAK, Douglas**Philosophy**

B.A. (hons), M.A. (Alberta), Ph.D. (British Columbia)

SKIDMORE, Gail E.**Office Administration**

B.Ed. (British Columbia)

SMITH, Debbie**English as a Second Language**

B.A. (McMaster), M.Ed. (Acadia), Ph.D. Phil. (British Columbia)

SMITH, Velma**Office Administration**

B.Ed., M.Ed. (British Columbia)

SMYTHE, Susan**Geography**

B.Sc., M.Sc. (Simon Fraser)

SOBALL, Sheridan**General Nursing**

R.N., B.S.N. (British Columbia)

SPROULE, Valerie**General Nursing**

R.N., B.S.N. (British Columbia)

STAINSBY, Meg**English**

B.A., M.A. (Simon Fraser)

STRATE, Sandra**Counseling**

B.Ed. (Alberta), B.A., M.Ed. (Calgary)

STRAUSS, Alena**Counseling**

B.Sc., M.A. (Toronto)

SWANSON, Penelope A.**Library**

B.S. (Wisconsin), M.L.S. (British Columbia)

SYMINGTON, Linda**Dental Auxiliary**

B.A. (Laurentian)

TAKAHASHI, Juliet**General Nursing**

R.N., B.S.N. (Manila)

TARKO, Michel**Psychiatric Nursing**

R.P.N. (Manitoba School/Psychiatric Nursing)

B.A. (Manitoba)

TENNANT, Gary B.**Child & Youth Care Counsellor**

B.A., M.S.W. (Manitoba)

TING, Brigld**Psychiatric Nursing**

RN, RPN, B.Sc.N., M.A. (British Columbia) M.Ed. Adult Ed.

TOMBOULIAN, Larry**Mathematics**

B.A. (Cornell), M.Sc. (Minnesota)

TOWNSEND, Lori**Psychiatric Nursing**

RN, B.A. (British Columbia)

TURNER, Judy**Psychiatric Nursing**

R.P.N., R.N., B.Sc. (British Columbia)

TYNSKI, Mary**General Nursing**

R.N., B.S.N. (British Columbia)

VALLENTGOED, Norma**Psychiatric Nursing**

R.P.N., B.A. (Manitoba)

VAN NIEKERK, Gert**Physical Education**

B.A. (Rhodes), M.A. (Alberta)

VILLAREAL, Linda**English as a Second Language**

B.A. (Simon Fraser), M.A. (British Columbia)

WASSERMAN, Susan**English**

B.A., M.A. (British Columbia)

WEGNER, Diana**Communications**

B.A. (hons) (Manitoba), M.A., Ph.D. (English) (British Columbia)

WELCH, Steven**Psychology**

B.A., M.A., Ph.D. (Manitoba)

WENMAN, Joan M.**Library**

B.A. (Victoria), M.L.S. (Toronto)

WHALLEY, Thomas Randall**English as a Second Language**

B.A. (Tokyo), M.A. (British Columbia)

WILSON, Calvin Scott**Psychology**

B.A., M.S. (Eastern Washington), Ph.D. (British Columbia)

WILSON, Desmond,**Geology**

B.Sc. (hons) (Queens, Belfast), M.Sc. (British Columbia)

WYNESS, Beverly Ann**General Nursing**

R.N., B.S.N. (Saskatchewan)

YOUNG, Drew E.**Stagecraft**

B.A. (British Columbia)

YU, Raymond**Computer Information Systems**

B.Sc. (British Columbia), Dip.Tech. (B.C.I.T.)

ZIEROTH, David Dale**Creative Writing/Event**

B.A. (Manitoba), M.A. (Simon Fraser)

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Term Faculty

ANDRESS, Mary**English as a Second Language**

B.A. (Waterloo), Dip. Applied Linguistics, M.A. (Concordia)

ANISEF, Auble**Mathematics**

B.Sc. (McGill), M.Sc. (British Columbia)

ARGENTO, Elmlro**History**

B.A. (Calgary), Ph.D. (Pennsylvania)

ARMOUR-GODBOLT, Shelagh**Home Support Attendant**

B.A., B.S.W., M.S.W. (British Columbia), Dip. Gerontology (Simon Fraser)

BADH, Sukhvinder**Economics**

B.A., M.A. (Simon Fraser)

BARNET, Joan**English as a Second Language**

B.Ed. (Alberta), M.A. (Texas, Austin)

BARRINGTON, Barrie**Music**

A. Mus. (Western Board), B. Mus. (Brandon)

M.Mus. (British Columbia)

BARTON, Jim**Psychology**

B.A. (Wilfred Laurier), B.Ed. (Western Ontario), M.Sc., Ph.D. (Alberta)

BENGE, Janice**Developmental Studies**

B.A. (Manitoba)

BERGER, Gall**English**

B.A., M.A. (Indiana)

BESEL, Shiela**General Nursing**

B.N. (McGill)

BILLY, Allen J.**Biology**

B.Sc., M.Sc. (British Columbia), Ph.D. (Texas at Austin)

BONANNI, Carole**Business**

Diplome d'Etudes Universitaires Generales, Licence es Sciences Economics, Maitrise es Sciences Economiques (Universite Paris XIII), Diplome (Institut D'Etudes Politiques De Paris)

BRIGGS, Susan**English**

B.A., M.A. (British Columbia)

BROWN, Ron**Sociology**

B.A., M.A. (Simon Fraser)

BRULHART, Marilyn**English as a Second Language**

B.S.N., M.A. (British Columbia)

BURNS, Mary**Creative Writing****CARTER, Elisabeth****Business Management**

B.A. (Saskatchewan), M.B.A. (British Columbia)

CERA, Arnold**Psychology**

B.A. (Manitoba) B.Ed. (Brandon), M.A. (Saskatchewan), Ph.D. (Wisconsin)

CHOO, Sal**General Nursing**

RN, B.S.N., M.Ed. (British Columbia)

CIVITARESE, Sharon**Psychiatric Nursing**

R.P.N., R.N.

COOLIDGE, Robert**Computer Information Systems**

Dip. of Technology (B.C.I.T)

COWAN, Karen**English**

B.A. (hons) (Guelph), M.A. (Simon Fraser)

DAVIDSON, Karen**General Nursing**

B.Sc.N. (Alberta), Midwifery Cert. (Essex, England)

DENTON, Kathy**Psychology**

B.A., M.A. (Simon Fraser), Ph.D. (Western Washington)
SSHRC Postdoctoral Fellow

DHIRANI, Faryal**General Nursing**

R.N., B.S.N. (Victoria)

EBELING, Ulrike**Modern Languages**

B.F.A., M.A. (Calgary), M.F.A. (Victoria)

ELLIS, Keith**Chemistry**

B.A. (hons) (Western Ontario), Ph.D. (British Columbia)

ENRIGHT, Heidi**General Nursing**

R.N., B.S.N. (British Columbia)

FELKAR, Lois**General Nursing**

B.S.N. (Victoria)

GRATHAM, Chris**Geography**

B.Sc., M.Sc. (British Columbia)

GRAY, Hal**Print Futures**

B.F.A., M.F.A. (British Columbia)

GRAY, Patricia**Basic Occupational Education Program**

Human Service Worker Mental Retardation Program
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GUNDERSON, Diana**Psychiatric Nursing**

R.P.N., B.Sc.M.H. (Brandon)

HAMMOND, Susan**Community Programmer**

B.Sc.N. (British Columbia)

HANNAN, Eric**Music**

B.Mus. (British Columbia), M.Mus. (Michigan)

HICKS, Elizabeth**Accounting**

C.G.A.

HOCHSTEIN, Sandra**Library**

B.A. (McGill), M.L.S. (British Columbia)

HORNAK, Maureen**General Nursing**

R.N., B.Sc. (British Columbia)

HOTEL, Carla**Criminology**

B.A., M.A. (Simon Fraser)

HOWAY, Karen**Psychiatric Nursing**

RN, B.Sc.N., (British Columbia), M.A. Ed. (San Diego State)

HULL, Melodie**Psychiatric Nursing**

R.P.N. (Alberta), R.C.C. (British Columbia), Cert. of Liberal Arts (Simon Fraser)

JAEGGLE, Maureen**Developmental Studies**

B.A. (British Columbia)

JAJIC, Anna**Psychiatric Nursing**

R.P.N., R.N., B.Sc.N. (City University), M.Sc. (Portland)

JESSA, Shamsa**Biology**

B.Sc. (hons), M.Sc. (British Columbia)

JOYCE, Marcla**Developmental Studies**

B.A. (Victoria)

KUNTZ, Ted**Community Support Worker**

M.Ed. (British Columbia)

LAKE, Ralph**Modern Languages**

B.A., M.A. (Toronto)

LANE, Shirley**General Nursing**

R.N. (Cariboo College), B.S.N., M.E.D. (British Columbia)

LANE, Susan**Psychiatric Nursing**

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LYSELL, Allan Robert**Theatre**

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McCUAIG, Fairleth**Psychiatric Nursing**

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MCDONALD, Dawn**Residential Care Attendant**

B.N. (McGill), M.Sc.N. (Western Ontario)

McFARLAND, Dana**History**

B.A., M.A. (British Columbia)

MACKEY, Maureen**Psychiatric Nursing**

R.N., R.P.N. (B.C.I.T.) B.A. (Victoria)

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B.S.W., M.S.W. (British Columbia)

MALCOLM, Karen**Sign Language Interpretation**

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